

# Title 132F WAC

## COMMUNITY COLLEGES—SEATTLE COMMUNITY COLLEGES

<b>Chapters</b>			
<b>132F-01</b>	<b>Appointing authority.</b>	132F-08-130	When service complete. [Order 18, § 132F-08-130, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
<b>132F-20</b>	<b>Relocation benefits.</b>	132F-08-140	Filing with agency. [Statutory Authority: RCW 28B.19.110, 28B.19.120, 28B.19.130, 28B.19.140, 28B.19.150 and 28B.50.140. 81-14-072 (Order 39), § 132F-08-140, filed 7/1/81; Order 18, § 132F-08-140, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140. Later promulgation, see WAC 132F-108-140.
<b>132F-104</b>	<b>Seattle community college district board of trustees—Rules and regulations.</b>		
<b>132F-108</b>	<b>Procedures for adjudicative proceedings.</b>		
<b>132F-112</b>	<b>Election rules.</b>		
<b>132F-113</b>	<b>Nepotism policy.</b>		
<b>132F-116</b>	<b>Traffic rules and regulations.</b>		
<b>132F-121</b>	<b>Student activities, rights and discipline.</b>	132F-08-230	Depositions and interrogatories in contested cases—Right to take. [Order 18, § 132F-08-230, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
<b>132F-124</b>	<b>General conduct.</b>		
<b>132F-136</b>	<b>Policy on the use of the college facilities.</b>	132F-08-240	Scope. [Order 18, § 132F-08-240, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
<b>132F-148</b>	<b>Affirmative action program.</b>		
<b>132F-162</b>	<b>Library regulations.</b>		
<b>132F-164</b>	<b>Bidding procedures for purchasing and contracting.</b>	132F-08-250	Officer before whom taken. [Order 18, § 132F-08-250, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
<b>132F-168</b>	<b>Access to public records.</b>		
<b>132F-200</b>	<b>Tenure.</b>	132F-08-260	Authorization. [Order 18, § 132F-08-260, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
<b>132F-325</b>	<b>State Environmental Policy Act rules.</b>		
<b>132F-419</b>	<b>Sexual harassment.</b>	132F-08-270	Protection of parties and deponents. [Order 18, § 132F-08-270, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
<b>DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE</b>			
<b>Chapter 132F-08</b>			
<b>PROCEDURE FOR CONTESTED CASE HEARINGS</b>			
132F-08-001	Formal hearing policy. [Statutory Authority: RCW 28B.19.110, 28B.19.120, 28B.19.130, 28B.19.140, 28B.19.150 and 28B.50.140. 81-14-072 (Order 39), § 132F-08-001, filed 7/1/81; Order 18, § 132F-08-001, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.	132F-08-280	Oral examination and cross-examination. [Order 18, § 132F-08-280, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
132F-08-005	Definitions. [Order 18, § 132F-08-005, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.	132F-08-290	Recordation. [Order 18, § 132F-08-290, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
132F-08-010	Appearance and practice before agency. [Order 18, § 132F-08-010, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140. Later promulgation, see WAC 132F-108-130.	132F-08-300	Signing attestation and return. [Order 18, § 132F-08-300, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
132F-08-080	Notice and opportunity for hearing in contested cases. [Statutory Authority: RCW 28B.19.110, 28B.19.120, 28B.19.130, 28B.19.140, 28B.19.150 and 28B.50.140. 81-14-072 (Order 39), § 132F-08-080, filed 7/1/81; Order 18, § 132F-08-080, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.	132F-08-310	Use and effect. [Order 18, § 132F-08-310, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
132F-08-090	Service of process—By whom served. [Order 18, § 132F-08-090, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.	132F-08-320	Fees of officers and deponents. [Order 18, § 132F-08-320, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
132F-08-100	Upon whom served. [Order 18, § 132F-08-100, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.	132F-08-330	Depositions upon interrogatories—Submission of interrogatories. [Order 18, § 132F-08-330, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
132F-08-110	Service upon parties. [Order 18, § 132F-08-110, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.	132F-08-340	Interrogation. [Order 18, § 132F-08-340, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
132F-08-120	Method of service. [Statutory Authority: RCW 28B.19.110, 28B.19.120, 28B.19.130, 28B.19.140, 28B.19.150 and 28B.50.140. 81-14-072 (Order 39), § 132F-08-120, filed 7/1/81; Order 18, § 132F-08-120, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.	132F-08-350	Attestation and return. [Order 18, § 132F-08-350, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
		132F-08-360	Provisions of deposition rule. [Order 18, § 132F-08-360, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
		132F-08-400	Hearing officers. [Order 18, § 132F-08-400, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
		132F-08-410	Hearing procedures. [Order 18, § 132F-08-410, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
		132F-08-420	Duties of hearing officers. [Order 18, § 132F-08-420, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.

**Title 132F****Title 132F WAC: Seattle Community Colleges**

- 132F-08-430 Stipulations and admissions of record. [Order 18, § 132F-08-430, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
- 132F-08-440 Definition of issues before hearing. [Order 18, § 132F-08-440, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
- 132F-08-450 Continuances. [Order 18, § 132F-08-450, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
- 132F-08-460 Rules of evidence—Admissibility criteria. [Order 18, § 132F-08-460, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
- 132F-08-470 Tentative admission—Exclusion—Discontinuance—Objections. [Order 18, § 132F-08-470, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.
- 132F-08-480 Form and content of decisions in contested cases. [Order 18, § 132F-08-480, filed 5/22/73.] Repealed by 94-18-070, filed 9/1/94, effective 10/2/94. Statutory Authority: RCW 28B.50.140.

**Chapter 132F-120****SEATTLE COMMUNITY COLLEGE STUDENT POLICIES AND PROCEDURES**

- 132F-120-020 Students' right to privacy. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-020, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-020, filed 10/4/78; Order 2, § 132F-120-020, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-030 Student programs. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-030, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-030, filed 10/4/78; Order 2, § 132F-120-030, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-040 Student program development. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-040, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-040, filed 10/4/78; Order 2, § 132F-120-040, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-041 Definition. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-041, filed 1/12/84. Formerly WAC 132F-120-510.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-042 Operation of student programs. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-042, filed 1/12/84.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-043 Program expenditures. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-043, filed 1/12/84.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-050 Student organizations. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-050, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-050, filed 10/4/78; Order 2, § 132F-120-050, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-060 Student publications associated with a journalism course. [Statutory Authority: Chapter 28B.50 RCW. 84-23-061 (Order 45, Resolution No. 1984-27), § 132F-120-060, filed 11/21/84; 84-14-004 (Order 43, Resolution No. 1984-5), § 132F-120-060, filed 6/22/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-060, filed 10/4/78; Order 2, § 132F-120-060, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-061 Student publications not associated with a course of journalism for which academic credit is provided. [Statutory Authority: Chapter 28B.50 RCW. 84-14-004 (Order 43, Resolution No. 1984-5), § 132F-120-061, filed 6/22/84.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-070 Use of the college name. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-070, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-070, filed 10/4/78; Order 2, § 132F-120-070, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-080 Student expression and evaluation. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-080, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-080, filed 10/4/78; Order 2, § 132F-120-080, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-090 Student complaints. [Statutory Authority: Chapter 28B.19 RCW. 89-14-025 (Order 52, Resolution No. 1989-6), § 132F-120-090, filed 6/26/89; 88-08-069 (Order 51, Resolution No. 1988-3), § 132F-120-090, filed 4/6/88. Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-090, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-090, filed 10/4/78; Order 2, § 132F-120-090, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-100 Student conduct. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-100, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-100, filed 10/4/78; Order 2, § 132F-120-100, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-110 Misconduct. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-110, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-110, filed 10/4/78; Order 2, § 132F-120-110, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-120 Disciplinary actions. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-120, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-120, filed 10/4/78; Order 2, § 132F-120-120, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.
- 132F-120-130 Jurisdiction. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-130, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-130, filed 10/4/78; Order 32, § 132F-120-130, filed 1/28/77; Order 2, § 132F-120-130, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03.

Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.

132F-120-140 Disciplinary authority of deans of students. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-140, filed 10/4/78; Order 2, § 132F-120-140, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.

132F-120-150 Appeals/referrals. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-150, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-150, filed 10/4/78; Order 2, § 132F-120-150, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.

132F-120-160 Campus committee on conduct and standards. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-160, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-160, filed 10/4/78; Order 2, § 132F-120-160, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.

132F-120-170 Hearing guidelines. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-170, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-170, filed 10/4/78.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.

132F-120-180 Sanctions. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-180, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-180, filed 10/4/78.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.

132F-120-190 Review for readmission. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-190, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-190, filed 10/4/78.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.

132F-120-200 Emergency authority of the campus president. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-200, filed 1/12/84. Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-200, filed 10/4/78; Order 25, § 132F-120-200, filed 9/16/75; Order 2, § 132F-120-200, filed 9/20/72.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.

132F-120-210 Intercollegiate athletic programs. [Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-210, filed 1/12/84.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. Later promulgation, see chapter 132F-121 WAC.

132F-120-300 Grievances. [Order 2, § 132F-120-300, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).

132F-120-310 Violation of the code of student rights and responsibilities. [Order 2, § 132F-120-310, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).

132F-120-400 College committee on conduct and standards. [Order 2, § 132F-120-400, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).

132F-120-410 Interim suspension pending hearing. [Order 2, § 132F-120-410, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).

132F-120-420 Hearing—Notice. [Order 2, § 132F-120-420, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).

132F-120-430 Hearings—Failure to appear. [Order 2, § 132F-120-430, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).

132F-120-440 Witnesses—Evidence. [Order 2, § 132F-120-440, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).

132F-120-450 Hearing procedure. [Order 2, § 132F-120-450, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).

132F-120-460 Decisions of the committee. [Order 2, § 132F-120-460, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).

132F-120-470 Disruption of hearing. [Order 2, § 132F-120-470, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).

132F-120-480 Sanctions. [Order 2, § 132F-120-480, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).

132F-120-500 General procedures. [Order 2, § 132F-120-500, filed 9/20/72.] Repealed by 78-10-109 (Order 37), filed 10/4/78. Statutory Authority: RCW 28B.50.140(13).

132F-120-510 Definitions. [Statutory Authority: RCW 28B.50.140(13). 78-10-109 (Order 37), § 132F-120-510, filed 10/4/78; Order 2, § 132F-120-510, filed 9/20/72.] Repealed by 84-03-028 (Order 42, Resolution No. 1984-1), filed 1/12/84. Statutory Authority: Chapter 28B.50 RCW. Later promulgation, see WAC 132F-120-041.

#### Chapter 132F-144

#### TUITION AND FEE SCHEDULE

132F-144-010 Tuition schedule. [Order 10, § 132F-144-010, filed 3/27/73.] Repealed by Order 22, filed 6/25/75.

132F-144-020 Tuition. [Order 10, § 132F-144-020, filed 3/27/73.] Repealed by Order 22, filed 6/25/75.

132F-144-030 Operating fee. [Order 10, § 132F-144-030, filed 3/27/73.] Repealed by Order 22, filed 6/25/75.

132F-144-040 Student services and activities fee. [Order 10, § 132F-144-040, filed 3/27/73.] Repealed by Order 22, filed 6/25/75.

132F-144-050 Nonrefundable regulatory fees. [Order 10, § 132F-144-050, filed 3/27/73.] Repealed by Order 22, filed 6/25/75.

132F-144-060 Special circumstances. [Order 10, § 132F-144-060, filed 3/27/73.] Repealed by Order 22, filed 6/25/75.

132F-144-070 Refunds. [Order 10, § 132F-144-070, filed 3/27/73.] Repealed by Order 22, filed 6/25/75.

#### Chapter 132F-01 WAC

#### APPOINTING AUTHORITY

##### WAC

132F-01-010 Appointing authority.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132F-01-020 Written contracts. [Statutory Authority: Chapter 28B.50 RCW. 83-13-058 (Order 41, Resolution No. 1983-16), § 132F-01-020, filed 6/15/83.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140.

**WAC 132F-01-010 Appointing authority.** (1) The board of trustees of Community College District VI is the appointing authority for employees of the district, pursuant to RCW 28B.50.140. RCW 28B.10.528 provides that the board may delegate any of its powers and duties to the district president or his designee, and RCW 28B.50.140(14) provides that the board may delegate any of its powers and duties to the

district president. In District VI, the district president also carries the title of "chancellor."

(2) The board of trustees of Community College District VI delegates to the district president (or any acting district president or interim district president) the appointing authority for the campus presidents and the district office personnel.

(3) The president of Community College District VI designates, and the board of trustees delegates to the campus presidents (or any acting campus president or interim campus president) the appointing authority for their respective campuses.

(4) The chancellor or a campus president may designate another person to act as the respective appointing authority in his or her absence.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. 03-16-015, § 132F-01-010, filed 7/28/03, effective 8/28/03. Statutory Authority: Chapter 28B.50 RCW. 83-13-058 (Order 41, Resolution No. 1983-16), § 132F-01-010, filed 6/15/83.]

### Chapter 132F-20 WAC RELOCATION BENEFITS

#### WAC

132F-20-010	Purpose.
132F-20-020	Adoption of rules.
132F-20-030	Definitions of terms.
132F-20-040	Reimbursement for moving expenses.
132F-20-050	Written statement of expenses.
132F-20-060	Moving expense allowance—Dwelling.
132F-20-070	Moving expense allowance—Business.
132F-20-080	Utilization of other agencies.
132F-20-090	Review of eligibility—Grievance.

**WAC 132F-20-010 Purpose.** It is the purpose of these rules to give effect to chapter 236, Laws of 1969 ex. sess. It is the further purpose of these rules to provide for relocation assistance and reimbursement of expenses and payments to individuals displaced as a result of acquisitions of property for college purposes. These rules are published to inform displaced persons of their rights and responsibilities regarding such relocation benefits and to assure that the same shall be reasonable, fair, and uniform.

[Order 1970-2, § 132F-20-010, filed 3/27/70.]

**WAC 132F-20-020 Adoption of rules.** Upon adoption by the board of trustees of Seattle Community College, Community College District VI, these rules shall be in full force and effect.

[Order 1970-2, § 132F-20-020, filed 3/27/70.]

**WAC 132F-20-030 Definitions of terms.** (1) "Person" means:

- (a) Any individual, partnership, corporation or association which is the owner of a business;
  - (b) Any owner, part owner, tenant, or sharecropper who operates a farm;
  - (c) An individual who is the head of a family;
  - (d) An individual not a member of a family.
- (2) "Family" means two or more persons living together in the same dwelling unit who are related to each other by blood, marriage, adoption or legal guardianship.

(3) "Displaced person" means any person who moves from real property as a result of the acquisition or reasonable

expectation of acquisition of such real property, or as the result of the acquisition of other real property on which such person conducts a business or farm operation.

(4) "Business" means any lawful activity conducted primarily

(a) For the purpose of resale, manufacture, processing or marketing of products, commodities, or other personal property;

(b) For the sale of services to the public; or

(c) By a nonprofit organization.

(5) "Farm operation" means any activity conducted solely or primarily for the production of one or more agricultural products or commodities for sale and home use, and customarily producing such products or commodities in sufficient quantity to be capable of contributing materially to the operator's support.

(6) "Condemnation" means the acquisition of property by the college by eminent domain or by consent under threat thereof, pursuant to chapters 8.04 and 8.25 RCW.

[Order 1970-2, § 132F-20-030, filed 3/27/70.]

**WAC 132F-20-040 Reimbursement for moving expenses.** Any displaced person is entitled to be reimbursed by the college as provided in this section for the actual reasonable expenses necessarily incurred in moving himself, his family, and personal property, such costs to include temporary lodging and transportation of himself and his family and dismantling, removing, packing, loading, transporting, insuring, reinstalling, unpacking and temporary storage of personal property, but not a devaluation of such personal property incurred in or caused by such moving. Such reimbursement payments shall be subject to and conditioned upon the following limitations.

(1) The allowable compensable distance of a move shall be no farther than one hundred miles by road from the property acquired. In the event the displaced person actually moves to a place farther therefrom, the college shall deduct from the actual reasonable moving expenses that portion of the expense for temporary lodging and transportation of himself and his family and the transporting, insuring and temporary storage of personal property caused by that portion of the move in excess of one hundred miles.

(2) The maximum compensable allowable time for temporary storage of personal property shall be sixty days.

(3) In the event a displaced person elects to be reimbursed under this section (section 5(1), chapter 236, Laws of 1969 ex. sess.) he shall, within ninety days following the removal of his personal property from the real property condemned, file with the college a written statement under oath including the material specified in WAC 132F-20-050.

(4) In the event the displaced person utilizes a motor vehicle of his own ownership for such move he shall be paid a reasonable amount for its operation not, however, to exceed ten cents per mile. The determination of reasonable expense shall be made by the director of facilities development and plant services of the college.

[Order 1970-2, § 132F-20-040, filed 3/27/70.]

**WAC 132F-20-050 Written statement of expenses.** Within ninety days following acquisition of the real property,

removal of the personal property or the time of moving, whichever last occurs, the person claiming reimbursement shall serve upon the college a written verified statement of his expenses, including therein the following information:

(1) The date the removal was commenced and the date completed;

(2) The location from which and to which the personal property was moved, and the location to which the displaced person moved;

(3) The place where personal property was stored and the proprietor thereof, and the time and duration of any temporary storage;

(4) An itemized statement of all costs incurred relative to the move to the new location for which reimbursement is claimed, together with supporting invoices for all expenses incurred which invoices shall identify the invoicer, the invoicee, the exact charge, the services for which the charge is made and the basis for computation of the charge.

(5) The names and relationships of those displaced persons for whom reimbursement is claimed.

(6) The dates on which lodging and transportation expenses were incurred for each displaced person.

(7) The amount of total reimbursement claimed.

In the case of temporary storage of personal property, a claim shall be made for temporary storage incurred to the date of claim and include an estimate of future storage costs.

[Order 1970-2, § 132F-20-050, filed 3/27/70.]

#### **WAC 132F-20-060 Moving expense allowance—**

**Dwelling.** Any displaced person who moves from a dwelling who elects to accept the payments authorized by this section in lieu of the payments authorized by WAC 132F-20-040 may receive a moving expense allowance, in accordance with the average cost of moving from a comparable size dwelling determined according to the following schedule, not to exceed two hundred dollars, and in addition thereto a dislocation allowance of one hundred dollars:

SQUARE FOOT AREA OF DWELLING	AMOUNT
Less than 500 square feet	\$ 50.00
500 to 1000 square feet	100.00
1000 to 1500 square feet	150.00
1500 to 2000 square feet	175.00
More than 2000 square feet	200.00

[Order 1970-2, § 132F-20-060, filed 3/27/70.]

#### **WAC 132F-20-070 Moving expense allowance—**

**Business.** Any displaced person who moves or discontinues his business or farm operation who elects to accept the payment authorized by this section in lieu of the payment authorized by WAC 132F-20-040 may receive a fixed relocation payment in an amount equal to the average annual net earnings of the business or farm operation, or five thousand dollars, whichever is less. In the case of a business, no payment shall be made under this section if the business is a part of a commercial enterprise having at least one other establishment not being acquired, which is engaged in the same or similar business, or if the college is satisfied that the business can be relocated without a substantial loss of patronage. For purposes of this section, the term "average annual net earnings" means one-half of any net earnings of the business or farm

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operation, before federal, state, and local income taxes, during the two taxable years immediately preceding the taxable year in which such business or farm operation moves from the real property acquired and includes any compensation paid by the business or farm operation to the owner, his spouse, or his dependents during such two year period. To be eligible for the payment authorized by this section, the business or farm operation must make its income tax returns, financial statements, and accounting records available to the college for audit and confidential use to determine eligibility and the amount of any payment authorized by this section. Such reimbursement payments shall be subject to and conditioned upon the following limitations:

(1) The college director of facilities development and plant services shall determine whether the business can be relocated without a substantial loss of patronage. That decision shall be made in writing and placed in the files of the college and a copy thereof directed to the displaced person, certified mail, at his last known address.

(2) The displaced person must elect in writing to accept the payment authorized by this section in lieu of the payment authorized by WAC 132F-20-040, such election to be filed with the college within ninety days after acquisition of the property is completed.

(3) Within sixty days of a written request therefor by the college the displaced person must make its income tax returns, financial statements, and accounting records available to the college at the college's principal place of business for the uses hereinabove described. In the event such information is not supplied within the specified time, the displaced person may be compensated under either of the other sections hereof at the college's sole discretion.

[Order 1970-2, § 132F-20-070, filed 3/27/70.]

#### **WAC 132F-20-080 Utilization of other agencies. In**

order to minimize expenses and avoid duplication of functions, the college may, at the discretion of the board of trustees, make relocation payments or provide relocation assistance or otherwise carry out the functions required by Washington Session Laws, chapter 236, Laws of 1969 ex. sess., by utilizing the facilities, personnel, and services of any other federal, state, or local government agency authorized by law and having an established organization for conducting relocation assistance programs.

[Order 1970-2, § 132F-20-080, filed 3/27/70.]

#### **WAC 132F-20-090 Review of eligibility—Grievance.**

Any person aggrieved by a determination as to eligibility for a payment or the amount of a payment authorized by Washington Session Laws, chapter 236, Laws of 1969 ex. sess., or these rules and regulations, may have such determination reviewed by the president of the college subject to and conditioned upon observance of the following procedures:

(1) Such aggrieved person shall, within twenty days of the receipt of a written notification of a determination made hereunder as to which a review is sought, file with the secretary of the board of trustees a written notice of appeal from administrative determination, which notice of appeal shall contain the following:

(a) The name, address, and telephone number of the aggrieved person and any legal representative thereof.

(b) An identification of the subject matter of the claim including any reference number or code assigned thereto by the staff of the college.

(c) Identification of the determination from which appeal is taken including specific identification of the portion or portions thereof as to which the person feels aggrieved, together with a detailed statement of the grounds upon which such appeal is based.

(d) A declaration whether a hearing before the president is demanded. In the event no hearing is demanded it shall be deemed waived, in which case the matter shall be determined by the president on the basis of such affidavits, supporting data, and other written material as are submitted to him with such notice of appeal.

(2) The person aggrieved shall have the burden of proof as to any claim made by him.

(3) To the extent applicable, the hearing on the appeal shall be called, convened, conducted and the final disposition of the appeal made by the president in accordance with RCW 34.04.090, 34.04.100, 34.04.105, 34.04.115, and 34.04.120 as now or hereafter amended.

[Order 1970-2, § 132F-20-090, filed 3/27/70.]

### Chapter 132F-104 WAC

#### SEATTLE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES—RULES AND REGULATIONS

##### WAC

132F-104-010	Regular meetings of the Community College District VI board of trustees.
132F-104-020	Special meetings.
132F-104-810	Submission of items for board consideration.

##### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132F-104-030	Location of meeting. [Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-104-030, filed 9/1/94, effective 10/2/94. Statutory Authority: Chapter 28B.50 RCW. 85-21-016 (Order 48, Resolution No. 1985-20), § 132F-104-030, filed 10/7/85; 83-13-058 (Order 41, Resolution No. 1983-16), § 132F-104-030, filed 6/15/83. Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-030, filed 7/1/81; Order 20, § 132F-104-030, filed 6/6/75.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140.
132F-104-100	Appointing authority. [Order 34, § 132F-104-100, filed 9/7/77; Order 28, § 132F-104-100, filed 10/10/75; Order 9, § 132F-104-100, filed 3/27/73.] Repealed by 83-13-058 (Order 41, Resolution No. 1983-16), filed 6/15/83. Statutory Authority: Chapter 28B.50 RCW.
132F-104-110	Written contracts. [Order 9, § 132F-104-110, filed 3/27/73.] Repealed by 83-13-058 (Order 41, Resolution No. 1983-16), filed 6/15/83. Statutory Authority: Chapter 28B.50 RCW.
132F-104-120	Tenure. [Order 9, § 132F-104-120, filed 3/27/73.] Repealed by 83-13-058 (Order 41, Resolution No. 1983-16), filed 6/15/83. Statutory Authority: Chapter 28B.50 RCW.
132F-104-801	Board operational policies relative to meetings. [Order 14, § 132F-104-801, filed 5/22/73.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140.
132F-104-811	Review of agenda items. [Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-104-811, filed 9/1/94, effective 10/2/94. Statutory Authority: Chapter 28B.50

132F-104-812

132F-104-813

132F-104-814

132F-104-815

132F-104-816

132F-104-817

132F-104-818

132F-104-819

RCW. 83-13-058 (Order 41, Resolution No. 1983-16), § 132F-104-811, filed 6/15/83. Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-811, filed 7/1/81; Order 14, § 132F-104-811, filed 5/22/73.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140.

Deadlines. [Statutory Authority: Chapter 28B.50 RCW. 85-21-016 (Order 48, Resolution No. 1985-20), § 132F-104-812, filed 10/7/85; 83-13-058 (Order 41, Resolution No. 1983-16), § 132F-104-812, filed 6/15/83. Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-812, filed 7/1/81; Order 14, § 132F-104-812, filed 5/22/73.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140.

Submission routes. [Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-104-813, filed 9/1/94, effective 10/2/94. Statutory Authority: Chapter 28B.50 RCW. 85-21-016 (Order 48, Resolution No. 1985-20), § 132F-104-813, filed 10/7/85; 83-13-058 (Order 41, Resolution No. 1983-16), § 132F-104-813, filed 6/15/83. Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-813, filed 7/1/81; Order 14, § 132F-104-813, filed 5/22/73.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140.

Informational materials. [Statutory Authority: Chapter 28B.50 RCW. 83-13-058 (Order 41, Resolution No. 1983-16), § 132F-104-814, filed 6/15/83. Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-814, filed 7/1/81; Order 14, § 132F-104-814, filed 5/22/73.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140.

Board distribution list. [Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-104-815, filed 9/1/94, effective 10/2/94. Statutory Authority: Chapter 28B.50 RCW. 85-21-016 (Order 48, Resolution No. 1985-20), § 132F-104-815, filed 10/7/85; 83-13-058 (Order 41, Resolution No. 1983-16), § 132F-104-815, filed 6/15/83. Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-815, filed 7/1/81; Order 14, § 132F-104-815, filed 5/22/73.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140.

Advance mailings for special meetings. [Order 14, § 132F-104-816, filed 5/22/73.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140.

Old business. [Statutory Authority: Chapter 28B.50 RCW. 83-13-058 (Order 41, Resolution No. 1983-16), § 132F-104-817, filed 6/15/83; Order 14, § 132F-104-817, filed 5/22/73.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140.

New business. [Statutory Authority: Chapter 28B.50 RCW. 85-21-016 (Order 48, Resolution No. 1985-20), § 132F-104-818, filed 10/7/85. Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-818, filed 7/1/81; Order 14, § 132F-104-818, filed 5/22/73.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140.

Notification to board office. [Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-104-819, filed 9/1/94, effective 10/2/94. Statutory Authority: Chapter 28B.50 RCW. 85-21-016 (Order 48, Resolution No. 1985-20), § 132F-104-819, filed 10/7/85; 83-13-058 (Order 41, Resolution No. 1983-16), § 132F-104-819, filed 6/15/83. Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-819, filed 7/1/81; Order 14, § 132F-104-819, filed 5/22/73.] Repealed by 03-16-015, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140.

**WAC 132F-104-010 Regular meetings of the Community College District VI board of trustees.** The board of trustees will hold regular meetings in accordance with the Open Public Meetings Act, chapter 42.30 RCW, and other applicable law. These meetings will be held during eleven

months of the year (except August) on the second Thursday, unless that day is a legal holiday, in which case the meeting will be on the next business day, or unless the date is otherwise modified by board action. The dates, times, and places for such regular meetings shall be specified by motions, resolutions, or other appropriate actions of the board, or otherwise in accordance with applicable law.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-104-010, filed 7/28/03, effective 8/28/03. Statutory Authority: Chapter 28B.50 RCW. 87-19-122 (Order 50, Resolution No. 1987-24), § 132F-104-010, filed 9/21/87; 85-21-016 (Order 48, Resolution No. 1985-20), § 132F-104-010, filed 10/7/85; Order 27, § 132F-104-010, filed 10/10/75; Order 20, § 132F-104-010, filed 6/6/75; Order 6, § 132F-104-010, filed 12/12/72.]

**WAC 132F-104-020 Special meetings.** The board of trustees may also hold special meetings in accordance with chapter 42.30 RCW and other applicable law.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-104-020, filed 7/28/03, effective 8/28/03. Statutory Authority: Chapter 28B.50 RCW. 85-21-016 (Order 48, Resolution No. 1985-20), § 132F-104-020, filed 10/7/85; Order 30, § 132F-104-020, filed 6/11/76; Order 27, § 132F-104-020, filed 10/10/75; Order 20, § 132F-104-020, filed 6/6/75.]

**WAC 132F-104-810 Submission of items for board consideration.** Any individual, group of individuals, or organization may submit any item of concern to the board, in writing and/or verbally, in accordance with applicable policies and procedures and such restrictions as the board or its secretary may impose in the interests of fairness and efficient board operations. Any such written item, and notice of any intent to submit an item verbally, should be provided to the district chancellor or other board secretary at least ten days before the next regular board meeting.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-104-810, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-810, filed 7/1/81; Order 14, § 132F-104-810, filed 5/22/73.]

## Chapter 132F-108 WAC PROCEDURES FOR ADJUDICATIVE PROCEEDINGS

### WAC

132F-108-010	Adoption of rules of procedure.
132F-108-020	Appointment of presiding officers.
132F-108-030	Method of recording.
132F-108-040	Application for adjudicative proceeding.
132F-108-050	Brief adjudicative procedures.
132F-108-060	Discovery.
132F-108-070	Adjudicative proceedings open.
132F-108-080	Procedure for closing parts of the hearings.
132F-108-090	Recording devices.
132F-108-100	Petitions for stay of effectiveness.
132F-108-110	Reconsideration.
132F-108-120	Absence of president.
132F-108-130	Appearance and practice before agency.
132F-108-140	Definition of issues before hearing.

**WAC 132F-108-010 Adoption of rules of procedure.** The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereafter amended, are hereby adopted for use at this institution. Those rules may be found at chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the

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model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted by this institution, the model rules prevail.

[Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-108-010, filed 9/1/94, effective 10/2/94.]

**WAC 132F-108-020 Appointment of presiding officers.** The district president/chancellor or president of one of the district's institutions, or a designee of either, shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, member in good standing of the Washington State Bar Association, a panel of individuals, the district president/chancellor or his or her designee, or any combination of the above. When more than one individual is designated to be the presiding officer, one such person shall be designated to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters. These designations may also be made by separate rule.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-108-020, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-108-020, filed 9/1/94, effective 10/2/94.]

**WAC 132F-108-030 Method of recording.** Proceedings shall be recorded by a method determined by the presiding officer, among those available pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-108-030, filed 9/1/94, effective 10/2/94.]

**WAC 132F-108-040 Application for adjudicative proceeding.** An application for an adjudicative proceeding shall be in writing. Application forms are available at the following address:

Seattle Community College District VI  
1500 Harvard Avenue  
Seattle, Washington 98122

Written application for an adjudicative proceeding should be submitted to the above address within 20 days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

[Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-108-040, filed 9/1/94, effective 10/2/94.]

**WAC 132F-108-050 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used, unless provided otherwise by another rule or determined otherwise in a particular case by the district chancellor, the affected campus president, or a designee of either, in regard to:

- (1) Parking violations.
- (2) Outstanding debts owed by students or employees.
- (3) Use of college facilities.
- (4) Residency determinations.
- (5) Use of library—fines.
- (6) Challenges to contents of education records.
- (7) Loss of eligibility for participation in institution sponsored athletic events.

[Title 132F WAC—p. 7]

Brief adjudicative proceedings are informal hearings and shall be conducted in a manner which will bring about a prompt fair resolution of the matter.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-108-050, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-108-050, filed 9/1/94, effective 10/2/94.]

**WAC 132F-108-060 Discovery.** Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-108-060, filed 9/1/94, effective 10/2/94.]

**WAC 132F-108-070 Adjudicative proceedings open.** Adjudicative proceedings shall be open to the public, except as may be provided otherwise by law or legal requirement.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-108-070, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-108-070, filed 9/1/94, effective 10/2/94.]

**WAC 132F-108-080 Procedure for closing parts of the hearings.** A party may apply for a protective order to close part of a hearing. The party making the request should state the justification for the application to the presiding officer. If the other party opposes the request, that party may provide a written response to the presiding officer within 10 days of the request. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefore, in writing, within 20 days of receiving the request.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-108-080, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-108-080, filed 9/1/94, effective 10/2/94.]

**WAC 132F-108-090 Recording devices.** No cameras or recording devices [devices] shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 132F-108-070, except for the method of official recording selected by the presiding officer.

[Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-108-090, filed 9/1/94, effective 10/2/94.]

**WAC 132F-108-100 Petitions for stay of effectiveness.** Disposition of a petition for stay of effectiveness of a final order shall be made by the official, officer, or body of officers who entered the final order.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-108-100, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-108-100, filed 9/1/94, effective 10/2/94.]

**WAC 132F-108-110 Reconsideration.** (1) The affected individual may file a petition for reconsideration of a final order. Such petition must be filed upon the office of the president within ten days of the service of a final order and

must state the specific grounds upon which relief is requested.

(2) No petition for reconsideration may stay the effectiveness of an order.

(3) The petition shall be disposed of by the presiding officer who issued the final order.

[Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-108-110, filed 9/1/94, effective 10/2/94.]

**WAC 132F-108-120 Absence of president.** The district president/chancellor or president of one of the district's institutions may designate another employee of the college to act in his/her place on a temporary basis during his/her absence. An employee appointed under this provision shall only have the authority to act upon matters which require a decision by the president within the limited period of time when the president, due to his/her absence, is unable to decide such matter.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-108-120, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-108-120, filed 9/1/94, effective 10/2/94.]

**WAC 132F-108-130 Appearance and practice before agency.** No person may appear in a representative capacity before the agency other than the following:

(1) Attorneys at law duly qualified and entitled to practice before the supreme court of the state of Washington.

(2) Attorneys at law duly qualified and entitled to practice before the highest court of record of any other state, if attorneys at law of the state of Washington are permitted to appear in a representative capacity before administrative agencies of such other state, and if not otherwise prohibited by our state law.

(3) Persons otherwise qualified as possessing the requisite skill to appear and expertly represent others who have applied to the agency and have been duly authorized by the agency to appear in a representative capacity before the agency.

(4) A bona fide officer, partner, or full-time employee of an individual firm, association, partnership, or corporation who appears for such individual firm, association, partnership or corporation.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-108-130, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-108-130, filed 9/1/94, effective 10/2/94. Formerly WAC 132F-08-010.]

**WAC 132F-108-140 Definition of issues before hearing.** In all proceedings the issues to be adjudicated shall be identified initially as precisely as possible, in order that the agency may proceed promptly to conduct the hearings on relevant and material matters only.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-108-140, filed 7/28/03, effective 8/28/03. Statutory Authority: RCW 28B.50.140. 94-18-070, § 132F-108-140, filed 9/1/94, effective 10/2/94. Formerly WAC 132F-08-440.]



## Chapter 132F-112 WAC

### ELECTION RULES

#### WAC

132F-112-003	Purpose.
132F-112-006	Request for election—Canvass of academic employees by independent and neutral person or association.
132F-112-009	Notice of election—Organizations to be included on ballot—Time for filing.
132F-112-012	Contents of notice of election—Designation of chief election officer—Duties.
132F-112-015	List of academic employees—Posting of list.
132F-112-018	Election inspectors—Duties—Right to challenge voter—Improper conduct.
132F-112-021	Ballots.
132F-112-024	Record of vote—Signature—Challenge.
132F-112-027	Incorrectly marked ballot.
132F-112-030	Privacy for voter—Equipment.
132F-112-033	Folding ballot—Ballot box.
132F-112-036	Challenged ballot—Procedure.
132F-112-039	Employees present entitled to vote—Sealing ballot box—Unused ballots.
132F-112-042	Election inspectors' duties after voting has terminated.
132F-112-045	Disposition of challenged ballots—Tally sheets—Investigation by chief election officer.
132F-112-048	Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists.
132F-112-051	Electioneering within the polls forbidden.
132F-112-054	Contest of election—Time for filing objections—Investigation of objections.
132F-112-057	Persons eligible to vote—Definition of "academic employee."
132F-112-060	Election determined by majority of valid votes cast—Runoff election.
132F-112-063	Time lapse for new election.

**WAC 132F-112-003 Purpose.** Pursuant to chapter 196, Laws of 1971 ex. sess., the board of trustees of Community College District No. 6 establishes the following rules to strengthen methods of administering employer-employee relations through the establishment of orderly methods of communication between academic employees of Community College District No. 6 and the board of trustees of Community College District No. 6.

[Order 3415, § 132F-112-003, filed 4/27/72.]

**WAC 132F-112-006 Request for election—Canvass of academic employees by independent and neutral person or association.** Any organization of academic employees of Community College District No. 6 desiring to be recognized as the majority organization representing such employees pursuant to chapter 196, Laws of 1971 ex. sess., shall request in writing of the board of trustees of Community College District No. 6 that an election be held to determine whether a majority of such employees desire to designate it as their representative for the purposes of the act. Upon the receipt of such a request the board of trustees of Community College District No. 6 will request some independent and neutral person or association to determine whether thirty percent or more of the academic employees of Community College District No. 6 have indicated that they desire to be represented by that organization for such purposes. The independent and neutral person or association shall make such determination upon the basis of records of dues, paying memberships, signed authorizations to represent, or other reliable and probative evidence.

[Order 3415, § 132F-112-006, filed 4/27/72.]

(2005 Ed.)

**WAC 132F-112-009 Notice of election—Organizations to be included on ballot—Time for filing.** If the independent and neutral person or association determines that thirty percent or more of the academic employees of Community College District No. 6 have indicated that they desire to be represented by that organization for such purposes, the board of trustees of Community College District No. 6 will publish a notice that it will hold an election as soon as practical to determine whether the academic employees of Community College District No. 6 desire the requesting organization or any other organization to represent them for the purposes of chapter 196, Laws of 1971 ex. sess. Any other organization of academic employees desiring to be designated as the majority organization representing such employees shall, within seven days after publication of such notice by the board of trustees of Community College District No. 6, file with the board of trustees a request in writing that its name be included on the ballot in the election to be held together with written proof of at least ten percent representation of the academic employees of the district. The request by this organization shall be submitted to the same neutral person or association designated pursuant to WAC 132F-112-006 who shall rule according to the criteria stated therein as to each request received pursuant to this section. No organization shall be permitted to have its name placed on the ballot used in the election unless such a request has been received within seven days after the publication of the notice that an election will be held.

[Order 3415, § 132F-112-009, filed 4/27/72.]

**WAC 132F-112-012 Contents of notice of election—Designation of chief election officer—Duties.** The notice published by the board of trustees of Community College District No. 6, pursuant to WAC 132F-112-009, shall state the date, hours, and polling places for the election. The notice shall also designate a chief election officer of the election and charge him with the duty of preparing the ballots and promulgating instructions concerning the details of the election to be conducted pursuant to WAC 132F-112-003 through 132F-112-063.

[Order 3415, § 132F-112-012, filed 4/27/72.]

**WAC 132F-112-015 List of academic employees—Posting of list.** In any election conducted pursuant to WAC 132F-112-003 through 132F-112-063, lists of academic employees eligible to vote shall be prepared by the board of trustees listing academic employees by voting places. Such lists shall be posted at least 24 hours before the election. Such lists shall be for informational purposes and shall not be conclusive as to the rights of an academic employee to vote in the election.

[Order 3415, § 132F-112-015, filed 4/27/72.]

**WAC 132F-112-018 Election inspectors—Duties—Right to challenge voter—Improper conduct.** The election officer shall designate at least one inspector for each polling place to observe the conduct of the election. Any organization whose name shall appear on the ballot in the election shall also be entitled to have one inspector present at each polling place to observe the conduct of the election. Each

organization shall also be entitled to have an inspector present at the college district office for the counting of the ballots cast. Such inspectors must refrain from electioneering during the election. They may challenge the eligibility of any person to vote in the election, and, upon such challenge, the ballot of that person shall be treated as provided in WAC 132F-112-024 and 132F-112-036 through 132F-112-048. Inspectors shall also report in writing to the chief election officer any conduct which they observe in the course of balloting which they believe may have improperly affected the result of the voting at the polling place at which they serve as observers.

[Order 3415, § 132F-112-018, filed 4/27/72.]

**WAC 132F-112-021 Ballots.** The ballots used in any election held pursuant to WAC 132F-112-003 through 132F-112-063 shall be in the following form:

To select for representation purposes pursuant to chapter 196, Laws of 1971 ex. sess., a majority organization to represent academic employees of Community College District No. 6.

	Vote for one
ORGANIZATION X	<input type="checkbox"/>
ORGANIZATION Y	<input type="checkbox"/>
NO ORGANIZATION (neither)	<input type="checkbox"/>

Do not sign your name or put other identifying marks on this ballot. Should you incorrectly mark this ballot or otherwise spoil it, you may return it to the chief election officer or his inspector and obtain a new ballot.

[Order 3415, § 132F-112-021, filed 4/27/72.]

**WAC 132F-112-024 Record of vote—Signature—Challenge.** At the time of the election the name of each employee voting shall be recorded by his signature written beside his name on the voting list for the polling place at which he votes. Each academic employee may cast only one ballot in any election held pursuant to these rules, and the presence of a signature beside the name of an employee desiring to vote shall automatically constitute grounds for challenge to his right to cast a ballot in an election.

[Order 3415, § 132F-112-024, filed 4/27/72.]

**WAC 132F-112-027 Incorrectly marked ballot.** Any voter who incorrectly marks his ballot may obtain a new ballot by returning the incorrectly marked ballot to the chief election officer's inspector. Such incorrectly marked ballot shall be marked void in the presence of the inspectors of organizations participating in the election before the new ballot is delivered to the voter.

[Order 3415, § 132F-112-027, filed 4/27/72.]

**WAC 132F-112-030 Privacy for voter—Equipment.** Voters shall be provided with tables or desks so arranged that a voter may mark his ballot without making it possible for other persons to observe the manner in which he has marked it.

[Order 3415, § 132F-112-030, filed 4/27/72.]

[Title 132F WAC—p. 10]

**WAC 132F-112-033 Folding ballot—Ballot box.** Each voter shall fold his ballot so that the manner in which he has marked it cannot be observed and shall then place it in the locked ballot box provided at the designated voting place.

[Order 3415, § 132F-112-033, filed 4/27/72.]

**WAC 132F-112-036 Challenged ballot—Procedure.** A challenged ballot shall be placed in an envelope bearing no identifying marks. It shall then be placed in another envelope upon which shall be written the name of the employee desiring to cast the ballot, the reasons for which the ballot was challenged, by whom it was challenged, and the polling place at which it was challenged, and the envelope shall be sealed and initialed by the election inspectors.

[Order 3415, § 132F-112-036, filed 4/27/72.]

**WAC 132F-112-039 Employees present entitled to vote—Sealing ballot box—Unused ballots.** At the time for closing the polls, all academic employees present and waiting at the polling place shall be entitled to vote. The ballot box shall then be sealed. All unused ballots shall then be counted in the presence of election inspectors.

[Order 3415, § 132F-112-039, filed 4/27/72.]

**WAC 132F-112-042 Election inspectors' duties after voting has terminated.** When all voting has terminated at a polling place, the election inspectors will bring to the chief election officer at the community college district office the following: 1) Signed voting list of eligible academic employees, 2) all unused ballots, 3) all challenged ballots, and 4) the sealed ballot box containing all ballots cast.

[Order 3415, § 132F-112-042, filed 4/27/72.]

**WAC 132F-112-045 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer.** The challenged ballots previously placed in separate envelopes shall be placed in a sealed envelope marked "challenged ballots" and sent along with the tally sheet to the chief election officer. The challenged ballots shall not be opened or counted unless the counting of such ballots might affect the results of the election. If the challenged ballots might affect the results of the election, the chief election officer shall conduct an investigation into, or if necessary a formal hearing on, the validity of the challenges made. If he concludes that the challenge was properly made, that ballot shall be excluded from the count. Otherwise, such ballot shall be counted as cast.

[Order 3415, § 132F-112-045, filed 4/27/72.]

**WAC 132F-112-048 Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists.** When ballot boxes from all voting places have been received by the chief election officer's inspector, he shall open them and thoroughly mix all ballots cast so that it is impossible to identify the polling place from which any particular ballot came. The ballots cast shall be separated into the categories as they have been cast for organizations participating in the election, for no organization, and void ballots which are unintelligible or for an organization not participating in the election. The ballots in

these categories shall be counted by the chief election officer with the assistance of such of his election inspectors as shall be necessary in the presence of the inspectors for the organizations participating in the election. After the ballots have been so counted each inspector designated by the organizations to serve at the community college district office shall indicate by his signature upon the tally sheet that he agrees with the count made, or in case of disagreement, he shall write a short statement of his grounds for disagreement with the count. The chief election officer shall certify to the board of trustees the results of the election within forty-eight hours after the polls have been closed. The used ballots, the unused ballots, the challenged ballots, and the signed voting lists of eligible academic employees shall be kept by the chief election officer or some person designated by him for one year after the election.

[Order 3415, § 132F-112-048, filed 4/27/72.]

**WAC 132F-112-051 Electioneering within the polls forbidden.** No election signs, banners, or buttons shall be permitted in the room in which the balloting takes place, nor shall any person in that room discuss the advantages or disadvantages of representation by an organization whether on the ballot or otherwise, nor shall any person in that room engage in any other form of electioneering.

[Order 3415, § 132F-112-051, filed 4/27/72.]

**WAC 132F-112-054 Contest of election—Time for filing objections—Investigation of objections.** Any organization, the name of which appears on the ballot, or any academic employee may within five days after the certification of the results of an election under the provisions of WAC 132F-112-048, file objections to the conduct of the election with the chief election officer designated by the board of trustees pursuant to WAC 132F-112-012. The election officer shall investigate such objections and, if necessary, hold formal hearings thereon. He shall report thereon to the board of trustees. If the board of trustees shall conclude that the conduct objected to may have improperly affected the results of the election, it shall order a new election. Otherwise, it shall overrule the objections and the results of the election shall be considered final. Objections to the conduct of the election which are not filed in accordance with the provisions of this section shall be waived and of no effect.

[Order 3415, § 132F-112-054, filed 4/27/72.]

**WAC 132F-112-057 Persons eligible to vote—Definition of "academic employee."** All academic employees of Community College District No. 6 shall be eligible to vote pursuant to WAC 132F-112-003 through 132F-112-063 who are employed at the time of the election provided for by such rules and who: 1) Are employed on a full-time basis, or 2) if employed on a part-time basis, have been employed as an academic employee of the district for at least one other quarter (i.e. fall, winter, spring, or summer quarter) during either the current or the previous academic year. "Academic employee" shall mean any teacher, counselor, librarian, or department head, division head, or administrator, who is employed by Community College District No. 6, with the exception of the chief administrative officer of the district.

(2005 Ed.)

[Order 3415, § 132F-112-057, filed 4/27/72.]

**WAC 132F-112-060 Election determined by majority of valid votes cast—Runoff election.** An organization of academic employees which receives a majority of the valid votes cast in an election held in accordance with WAC 132F-112-003 through 132F-112-063 shall be recognized as representing the academic employees of Community College District No. 6 pursuant to chapter 196, Laws of 1971 ex. sess. If more than one organization of academic employees has participated in an election and a majority of the valid votes cast have not been either for representation by one of the organizations or for no representation, a runoff election shall be held. In such a runoff, only those two choices receiving the highest number of valid votes cast in the initial election shall appear on the ballot.

[Order 3415, § 132F-112-060, filed 4/27/72.]

**WAC 132F-112-063 Time lapse for new election.** (1) Whether or not an organization of academic employees is selected as bargaining representative in an election held pursuant to these rules, another election shall not be held until the lapse of one year from the date of the certification of the results of such election.

(2) If an organization is selected pursuant to these rules, which organization: (a) Enters into a written agreement concerning terms and conditions of employment with the district; (b) which written agreement is by its terms to expire on a specified date; and (c) that date is not more than three years from the effective date of the agreement, then no petition by a different organization to challenge the designated employee organization may be filed during the life of the agreement except during a period not more than 90 days nor less than 60 days prior to the expiration of a written collective bargaining agreement, or 30 days prior to the end of the quarter, or whichever falls within the school year.

(3) If a petition is filed and a different employee organization is selected, it shall become the recognized employee organization on the day after the termination of the agreement, provided, however, that the trustees or their designees may meet, confer and negotiate with the newly elected organization prior to the expiration of the agreement to discuss matters relating to the time period commencing the day after the expiration of the agreement.

[Order 15, § 132F-112-063, filed 5/22/73; Order 3415, § 132F-112-063, filed 4/27/72.]

## Chapter 132F-113 WAC NEPOTISM POLICY

### WAC

132F-113-010	Nepotism policy.
132F-113-020	Definitions.
132F-113-030	Inclusive limits of the policy.
132F-113-040	Basic nepotism policy.

**WAC 132F-113-010 Nepotism policy.** WAC 132F-112-010 through 132F-112-040 shall be known as the Community College VI nepotism policy.

[Order 15, § 132F-113-010, filed 4/24/74; Order 4, § 132F-113-010, filed 11/13/72.]

**WAC 132F-113-020 Definitions.** (1) Major organizational component: The following are considered major organizational components of the Seattle Community College District.

- (a) North Seattle Community College
- (b) Seattle Central Community College
- (c) South Seattle Community College
- (d) Seattle Community College District office, including the president's office, employee relations, office for curriculum services, business services, facilities management and planning, and systems and computing services.

(2) Employee: Any individual who receives payment for services rendered to the Seattle Community College District is considered an employee of the district, except for outside vendors and contractors.

(3) Relatives: A family relationship is considered to exist between an employee *and*: Spouse, mother, father, child (including foster and adopted children), siblings, grandparents, cousins, uncles, aunts, nephews, nieces, and in-laws.

[Order 15, § 132F-113-020, filed 4/24/74; Order 4, § 132F-113-020, filed 11/13/72.]

**WAC 132F-113-030 Inclusive limits of the policy.**

This policy is intended to provide guidelines for the employment of all individuals by the district, except as modified by policies of the state board for community college education, the higher education personnel board or by statute.

[Order 15, § 132F-113-030, filed 4/24/74; Order 4, § 132F-113-030, filed 11/13/72.]

**WAC 132F-113-040 Basic nepotism policy.** In the appointment of its faculty and staff members, the Seattle Community College District seeks those persons qualified to fulfill the institution's teaching and service obligations. Accordingly, members of the same family may be appointed to district faculty and staff positions when it has been determined that they are the most qualified candidates for the position. However, according to state law a person may not be hired into a position that would result in a relationship where one individual is involved in the appointment, termination of appointment, promotion, demotion, approval of salary increase or decrease of a member of the individual's family or of a person with whom there is substantial economic interest.

[Order 15, § 132F-113-040, filed 4/24/74; Order 4, § 132F-113-040, filed 11/13/72.]

**Chapter 132F-116 WAC**

**TRAFFIC RULES AND REGULATIONS**

**WAC**

132F-116-010	Traffic rules and regulations.
132F-116-020	Permits required for vehicles.
132F-116-030	Parking—Permits required.
132F-116-040	Authorizations for issuance of permits.
132F-116-050	Parking within designated spaces.
132F-116-060	Display of permits.
132F-116-070	Duplicate permits.
132F-116-080	Responsibility of person issued a permit.
132F-116-090	Exceptions from parking restrictions.
132F-116-100	Parking—Special exemptions.
132F-116-110	Parking areas and permit designation.
132F-116-120	Allocation of parking space and priorities.
132F-116-130	Impounding—Illegal parking—Disabled vehicles.
132F-116-140	Permit revocations.
132F-116-150	Fees and fee payments.

132F-116-160	Reciprocity of parking privileges.
132F-116-170	Disabled parking.

**WAC 132F-116-010 Traffic rules and regulations. (1)**

The motor vehicle and other traffic laws of the state of Washington shall be applicable upon all lands located within the state of Washington.

(2) The traffic code of the city of Seattle shall be applicable upon all lands located within the city of Seattle.

(3) These regulations shall be applicable to all state lands which are or may hereafter be devoted mainly to educational, public service, and other activities sponsored or endorsed by Seattle Community College District VI.

[Order 29, § 132F-116-010, filed 10/10/75; Order 7, § 132F-116-010, filed 1/12/73.]

**WAC 132F-116-020 Permits required for vehicles.**

No person shall park or leave any vehicle, whether attended or unattended, upon any officially designated parking area of Seattle Community College District VI without a valid parking permit. No vehicle shall be parked in any parking area without a permit for that area, except state owned vehicles used by the college.

(1) A valid permit is:

(a) An unexpired parking decal properly registered and displayed in accordance with instructions.

(b) An authorized temporary or visitor permit, displayed in accordance with the instructions on the permit.

(2) Parking permits are not transferable.

(3) The college reserves the right to refuse the issuance of a parking permit.

[Order 29, § 132F-116-020, filed 10/10/75; Order 7, § 132F-116-020, filed 1/12/73.]

**WAC 132F-116-030 Parking—Permits required. (1)**

No vehicle shall be parked on District VI properties, except in those areas set aside and designated as parking areas.

(2) No vehicle shall be parked in any parking area without a permit for that area, except state owned vehicles used by the college.

[Order 7, § 132F-116-030, filed 1/12/73.]

**WAC 132F-116-040 Authorizations for issuance of permits.** The safety and security officer of each college and the District VI offices is authorized to issue parking permits to faculty members, administrative personnel, students and visitors of the college or district pursuant to the provisions of these rules and regulations.

[Order 29, § 132F-116-030 (codified as WAC 132F-116-040), filed 10/10/75; Order 7, § 132F-116-040, filed 1/12/73.]

**WAC 132F-116-050 Parking within designated spaces.** No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within a parking area.

[Order 29, § 132F-116-040 (codified as WAC 132F-116-050), filed 10/10/75; Order 7, § 132F-116-050, filed 1/12/73.]

**WAC 132F-116-060 Display of permits.** The permit issued shall be placed in an easily visible location according to the directions of the campus security officer.

[Order 29, § 132F-116-050 (codified as WAC 132F-116-060), filed 10/10/75; Order 7, § 132F-116-060, filed 1/12/73.]

**WAC 132F-116-070 Duplicate permits.** Full-time faculty, staff personnel and students may apply by written request for a second car permit. A permit for a second car will be issued only when it is clear that the second car will be used on a limited basis, or when special functions make it necessary. Second car permits will be issued at no extra cost.

[Order 29, § 132F-116-060 (codified as WAC 132F-116-070), filed 10/10/75; Order 7, § 132F-116-070, filed 1/12/73.]

**WAC 132F-116-080 Responsibility of person issued a permit.** The person to whom a permit is issued, shall be responsible for adherence to these rules and regulations.

[Order 29, § 132F-116-070 (codified as WAC 132F-116-080), filed 10/10/75; Order 7, § 132F-116-080, filed 1/12/73.]

**WAC 132F-116-090 Exceptions from parking restrictions.** State owned service vehicles.

[Order 29, § 132F-116-080 (codified as WAC 132F-116-090), filed 10/10/75; Order 7, § 132F-116-090, filed 1/12/73.]

**WAC 132F-116-100 Parking—Special exemptions.** (1) Consideration shall be given to provide parking for the following (on a space available basis):

(a) Members of the press, television and radio on official business.

(b) Vehicle[s] owned by contractors and their employees working on campus construction.

(2) Members of the college board of trustees and retired employees of the Seattle Community College District will be given complimentary annual permits.

(3) Federal, state, county, city and school district personnel on official business and in vehicles with tax exempt licenses.

[Order 29, § 132F-116-090 (codified as WAC 132F-116-100), filed 10/10/75; Order 7, § 132F-116-100, filed 1/12/73.]

**WAC 132F-116-110 Parking areas and permit designation.** Purchasers of District VI parking permits may be required to park in specified areas as designated by the college or district safety and security officer.

[Order 29, § 132F-116-100 (codified as WAC 132F-116-110), filed 10/10/75; Order 7, § 132F-116-110, filed 1/12/73.]

**WAC 132F-116-120 Allocation of parking space and priorities.** The parking space available on the various District VI sites shall be assigned to faculty, staff and students in such manner as to best effectuate the objectives of these regulations. Assignments of parking spaces shall be the responsibility of the campus security officer as directed by the president of the college or district to represent the interests of faculty, staff and students.

[Order 29, § 132F-116-110 (codified as WAC 132F-116-120), filed 10/10/75; Order 7, § 132F-116-120, filed 1/12/73.]

**WAC 132F-116-130 Impounding—Illegal parking—Disabled vehicles.** (1) Impounding: This action shall be at the discretion of the college or district security officer regarding any infractions pursuant to these regulations. Impounding

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may be implemented by mechanical restraints to vehicles on district property or by towing to an approved impounding agency. Release from impound on district property will be made upon payment of a \$5 fee.

(2) Towing companies and/or impounding agencies will be selected on the basis of criteria developed by the colleges and the district.

(3) Neither the college nor district nor its employees shall be liable for loss or damage of any kind resulting from impounding and storage.

(4) Any vehicle impounded on or from District VI property, shall be at the owner's risk and expense.

(5) No vehicle other than those vehicles mentioned in section 116-090 [codified as WAC 132F-116-100] shall be parked on District VI property for a period in excess of 72 hours. Vehicles violating this regulation are subject to impounding at the owner's risk and expense.

[Order 29, § 132F-116-120 (codified as WAC 132F-116-130), filed 10/10/75; Order 19, § 132F-116-130, filed 4/24/74; Order 7, § 132F-116-130, filed 1/12/73.]

**WAC 132F-116-140 Permit revocations.** (1) Parking permits are the property of the district and may be recalled for any of the following reasons:

(a) When the purpose for which the permit was issued changes or no longer exists.

(b) When a permit is used by an unregistered vehicle or by an unauthorized person.

(c) Continued violations of parking regulations.

(d) Counterfeiting or altering decals.

(2) Vehicles displaying cancelled permits will be subject to penalties indicated in section 116-120 [codified as WAC 132F-116-130].

[Order 29, § 132F-116-130 (codified as WAC 132F-116-140), filed 10/10/75; Order 7, § 132F-116-140, filed 1/12/73.]

**WAC 132F-116-150 Fees and fee payments.** (1) The parking fees shall be established, as appropriate, by the district board of trustees. The fee structure shall be on file at individual college business offices and the district purchasing office.

(2) Method of payment. Annual permits - payroll deduction only. Students, hourly and irregular employees - cash in advance (minimum of one-quarter).

[Order 29, § 132F-116-140 (codified as WAC 132F-116-150), filed 10/10/75; Order 7, § 132F-116-150, filed 1/12/73.]

**WAC 132F-116-160 Reciprocity of parking privileges.** Parking permits issued at a specific campus or district location will be valid at all other District VI parking areas, except that an employee having reserved space parking at their home location may not utilize reserved space parking at a secondary site.

[Order 29, § 132F-116-150 (codified as WAC 132F-116-160), filed 10/10/75; Order 7, § 132F-116-160, filed 1/12/73.]

**WAC 132F-116-170 Disabled parking.** No vehicle shall park in a parking space designated for disabled persons without displaying a disabled license plate, card, or decal issued by the Washington state department of licensing (or

from equivalent other jurisdictions in other states) that indicate that an occupant of the vehicle is disabled.

(1) Such vehicle must be used to transport the disabled person.

(2) Vehicles meeting these criteria will be allowed to park in the designated spaces upon payment of the standard nonreserved parking rate.

(3) The safety and security officer of each campus and the district office shall make alternative parking available for short-term disabilities.

[Statutory Authority: Chapter 28B.50 RCW, 85-21-016 (Order 48, Resolution No. 1985-20), § 132F-116-170, filed 10/7/85; Order 29, § 132F-116-160 (codified as WAC 132F-116-170), filed 10/10/75; Order 7, § 132F-116-170, filed 1/12/73.]

## Chapter 132F-121 WAC

### STUDENT ACTIVITIES, RIGHTS AND DISCIPLINE

(Formerly chapter 132F-120 WAC)

#### WAC

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**WAC 132F-121-010 Definitions and general provisions.** For purposes of this chapter:

(1) The terms "college" and "campus" are used interchangeably, and each refers to any of the district's three colleges, North Seattle Community College, Seattle Central Community College, and South Seattle Community College. The Seattle Vocational Institute is considered to be part of Seattle Central Community College.

(2) "Day" means calendar day, unless specified otherwise, and deadlines shall be computed in accordance with WAC 10-08-080.

(3) "District" means the sixth state college district, the district administrative offices (Siegal Center), North Seattle Community College, Seattle Central Community College, South Seattle Community College, the Seattle Vocational Institute, and/or every other District VI educational facility, each separately and all together.

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(4) "District community" includes, but is not limited to, the district itself and all enrolled students, employees, officers, and invitees of the district.

(5) "District property" includes all real property, buildings, and other facilities that are owned, leased, or controlled by the district or by the state for district purposes.

(6) "Vice-president for student services" means the person whom a college president has appointed to that position or has otherwise designated to perform the functions ascribed to that position in this chapter.

(7) An action or activity that may be authorized or taken by the district chancellor, a vice chancellor, a campus president, or a campus vice-president may also be authorized or taken by any other person whom that officer has specifically designated to perform that function on his/her behalf, but this officer retains responsibility for the function.

(8) After the adoption of these rules, if a statute or rule to which they refer is re-numbered or otherwise amended, these rules shall be interpreted to the fullest extent possible to incorporate such amendment while still giving effect to their original purposes.

(9) Service of any document, notice, or copy under this chapter shall be made (a) by personal delivery, (b) by mailing to the recipient's last known address, which service shall be regarded as complete upon deposit in the U.S. mail properly stamped and addressed, or (c) as otherwise authorized by law or rule.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-010, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-020 Student rights, freedoms, and responsibilities.** (1) Preamble. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the district community.

(2) Classroom freedom of expression. The district recognizes the rights of students to freedom of discussion and free expression of views. However, students' rights of classroom expression do not include expressions or conduct which create a hostile educational environment or violate chapter 49.60 RCW or other applicable law. It is the responsibility of the instructor to insure and encourage the realization not only of the fact but of the spirit of free inquiry. Instructors have the responsibility to maintain order, but this authority shall not be used to inhibit the expression of views contrary to their own. Students have the right to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they cannot do so in a disruptive manner that interferes with the educational process. Students are responsible for learning the content of any course of study for which they are enrolled. It also is the responsibility of the student to comply with the instructor's efforts to assure freedom of expression and to maintain order.

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(3) Protection against improper evaluation. Instructors shall give their students fair and consistent evaluations of the students' course performance. Toward this end, instructors are also responsible for establishing appropriate standards of academic performance for each course. Fair and consistent grading is a legitimate classroom experience.

(4) Protection against improper disclosure. Information about student views, beliefs, and political associations which is acquired by instructors in the course of their work as faculty or advisors, under circumstances which clearly indicate that it is intended to be confidential, shall be treated as confidential and shall not be disclosed to others, unless it relates to the apparent or intended commission of a crime or disclosure is required by law. Protection against improper disclosure of student education record information is a serious professional obligation incurred by the teaching profession and district administrators. However, evaluations of student ability and character may be provided to third parties with the student's consent or in accordance with applicable law.

(5) Nonacademic expression and inquiry. Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately, in accordance with law. They are free to support causes by orderly and lawful means which do not disrupt the operation of the institution and which comply with the district's policies regarding these activities.

(6) The district shall respect students' right to privacy. It will not inquire into the off-campus activities of its students without legal justification.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-020, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-030 Student organizations.** (1) Student organizations may be established and recognized whether their aims are educational, cultural, recreational, social, athletic, religious, political, or economic. Affiliation with an external organization shall not in and of itself disqualify a campus-based student organization from recognition. Membership in a student organization shall be open to any student who subscribes to the stated aims of the organization. To operate as such, a student organization must be recognized by the approved student government organization. The student organization shall abide by all governing federal and state laws and district and campus rules, policies and procedures.

(2) A college may require, as a condition of access to campus funds and/or facilities, demonstration or proof of the student enrollments of a student organization's members. However, any list of members compiled for such purposes shall not be publicly disclosed except in accordance with applicable law. A college may, in its discretion, permit others, such as students' spouses, to participate in a student organization's activities under appropriate conditions.

(3) Each year, before a student organization may be recognized or function as such, or may use services and activities funds, a college employee must agree to serve as its advisor and his/her name must be provided to and approved by the vice-president for student services. No campus employee may serve as the advisor for more than two student organizations at the same time.

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(4) Where funds are allocated to a student organization, financial accountability is required. Student organizations' funds shall be maintained at the college, in college accounts. The organizations shall keep detailed written records of their income and expenditures and shall assure that these can be reconciled with the campus budget and accounting system. Student organizations' financial records must be made available upon request to the student government organization and to any administrative officer designated by the college president.

(5) A college president may withdraw a student organization's recognition and funding for good cause. Such cause shall include, but not be limited to, (a) failure to comply with this rule or other district requirements or (b) hazing.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-030, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-040 Journalistic freedom and responsibility.** (1) A primary purpose of student publications is to promote free and responsible discussion of campus and community issues.

(2) Each campus president shall establish a board of publications composed of representatives of students, faculty, and staff. This board shall serve as the publisher of all student publications and shall have general authority over them.

(3) The board of publications may adopt, subject to modification by the campus president, such journalistic, editorial, and advertising guidelines as it deems appropriate to govern student publications. Unless specifically stated by the board and approved by the campus president otherwise, these guidelines shall be deemed to include all applicable federal and state laws, all district rules, policies and procedures, and relevant codes of journalistic, editorial and advertising ethics and practices as adopted by national trade and professional organizations, including but not limited to the *Statement of Principles* as adopted by the American Society of Newspaper Editors.

(4) Student newspapers shall be free of censorship. However, student newspapers and other student publications shall follow the board's guidelines as described above. Student editors shall be free to develop their own editorial policies within these guidelines.

(5) Staff members of student newspapers shall not be subject to arbitrary discipline or dismissal because of student, faculty, administrative or community disapproval of editorial policy or content.

(6) Good cause for discipline or dismissal of a student publication staff member shall include, but not be limited to, violation of the board's guidelines. Any discipline or dismissal of a student staff member shall be subject to review under the student complaint procedure.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-040, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-050 Student use of the district/college name.** (1) No individual student, student group, or student organization may act or make any representation in the name of the district or of any campus without specific authorization from the vice-president for student services.

(2) No individual student, student group or student organization shall falsely indicate or represent that his, her, or its

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own position on any policy or issue is that of the district or of any campus.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-050, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-060 Student complaints generally.**

(1) The procedures in this chapter are to be used for the processing and disposition of complaints by students (complainants) against college employees or other students, except to the extent that a complaint is against a college employee and the processing is dictated otherwise by a collective bargaining agreement or other applicable process. These procedures are available to all students and are intended to protect the rights of both the complainant and the respondent.

(2) For the purposes of this chapter, a "complaint" is a good faith claim, based on personal knowledge, that the respondent employee or student (a) has violated a specific legal or district requirement or has otherwise acted without reasonable care (b) on district property or during an event or activity that the district conducts, participates in, or sponsors, (c) in a manner that had or has a significant detrimental effect on the complainant. However, an objection to disciplinary action under the student conduct code is only appealable under that code, and cannot constitute a complaint.

(3) Each college president shall appoint a complaints officer to handle student complaints. This position shall be filled by an employee whose position is below the level of vice-president. The district chancellor shall designate a complaints officer to handle complaints against Siegal Center employees. If the president or chancellor determines, upon request, that the complaints officer has a disqualifying personal interest in a particular matter, s/he may appoint a substitute complaints officer for that matter.

(4) The complaints officer shall be responsible for taking appropriate actions to try to resolve complaints. Information on the identity and location of the complaints officer(s) and about this procedure shall be readily available within each college.

(5) A complaint may be initiated under either the informal process or the formal process, as set forth below.

(6) No respondent or district employee shall take adverse action or otherwise retaliate against a student because that student initiated a complaint or assisted another student with a complaint.

(7) If more than one type of complaint or more than one respondent is included in one complaint, the complaints officer may, upon request, provide for appropriate modification(s) of these procedures.

(8) If a respondent employee is unavailable, or otherwise fails or refuses to participate timely in a complaint proceeding, the respondent's supervisor may, upon request and in her/his discretion, act or designate another person to act in the complaint proceeding on that employee's behalf. However, no action by a substitute may subject the respondent employee to discipline.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-060, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-070 Informal processing of complaints.** (1) This informal process is intended to facilitate

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prompt and amicable resolution of a complaint apart from the formal complaint process.

(2) A student who has a complaint is encouraged to discuss the matter directly with the respondent to attempt to resolve it.

(3) If the complainant believes that discussion with an employee respondent will not achieve or has not achieved a satisfactory result, the complainant may communicate about the matter with the respondent's supervisor, if any. If the complainant identifies the matter as a complaint under this procedure, the supervisor shall, within the earlier of five days following that communication or any deadline established in an applicable collective bargaining agreement, appropriately notify the respondent of the complaint. The supervisor also shall, within the earlier of fifteen days following that communication or any deadline established in an applicable agreement, meet or attempt to meet with the respondent and otherwise attempt to resolve the complaint.

(4) Any participant in the informal process may request the complaint officer's assistance in obtaining a resolution.

(5) This informal process shall be deemed to be terminated if the complainant files a timely formal complaint related to the same matter.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-070, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-080 Formal processing of complaints.** (1) This formal process applies to student complaints that are made to the complaints officer in writing. The complaints officer may extend any deadline herein for good cause.

(2) To be considered under this formal process, a complaint must be filed with the complaints officer in writing within ninety days of when the complainant knew or reasonably should have known that he/she had cause for a complaint, except as otherwise provided in WAC 132F-121-090 for a grade complaint. The written complaint shall be designated as a complaint under these rules and shall fully specify the facts and other grounds on which it is based. The complainant should attach copies of relevant supporting documents when feasible.

(3) Upon receipt of the complaint, the complaints officer shall determine whether it qualifies as such. If the officer determines that it does not qualify as a complaint, she/he shall serve notice to that effect on the complainant within five days. The complainant may obtain review of that notice of complaint disqualification by filing a written request with the complaints officer under subsection (7) below.

(4) If the complaints officer determines that the complaint does qualify as such, that officer shall serve copies of the complaint and any supporting documentation on the respondent and the respondent's supervisor (if any) within five days. After service of such a copy of the complaint, the respondent shall serve a written response on the complaints officer, and a copy thereof on the respondent's supervisor (if any), within fifteen days.

(5) Within five days of service of that response, or, absent a response, within five days of when one was due, the complaints officer shall serve on the complainant either the response or a statement that none has been received, together

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with notice of the complainant's rights under the following subsection.

(6) Within five days of this service, if the complainant finds that the response or nonresponse is unsatisfactory she/he may serve written notice of such dissatisfaction on the complaints officer. Within five days of service of such notice, the complaints officer shall schedule a conference and invite the complainant, the respondent, and the respondent's supervisor (if any). This conference shall be held within fifteen days of service of the complainant's notice, or as soon thereafter as feasible. During this conference the complaints officer shall try to facilitate resolution. The complaints officer shall produce a written statement summarizing this conference and serve copies on each of the invited attendees within ten days after the conference.

(7) Within five days after service of either a notice of complaint disqualification or a conference summary, the complainant may obtain review thereof by filing a written request for such review with the complaints officer. Within five days of receiving this request for review, the complaints officer shall forward it, together with the complaint and other relevant documents, either to the vice-president of instruction (if the officer determines that the complaint is predominantly an instructional matter) or to the vice-president for student services (if the officer determines that the complaint is predominantly noninstructional in nature). If the respondent is a Siegal Center employee, the complaints officer shall forward the matter to a vice chancellor.

(8) This reviewing administrator shall review the complaint and documentation, and may also interview knowledgeable persons as appropriate. The administrator should render a written decision within fifteen days after receiving the complaint and documents, or as soon thereafter as feasible. The administrator may accept, reject, or modify any of the previous action(s) in the matter, and/or take other action(s). This decision shall be in writing and shall be served on the complainant, respondent, and others deemed appropriate.

(9) This decision of the reviewing administrator shall be the final decision of the district on that complaint.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-080, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-090 Additional provisions for grade complaints.** (1) For student complaints regarding grades received for course work, this section shall apply in addition to the above-described informal and formal procedures.

(2) A student may formally grieve only the final grade received in a course, but that complaint may include any or all of the components of that final grade. For a grade complaint, the respondent(s) shall be, or include, the instructor who issued the grade.

(3) Instead of the deadline in WAC 132F-121-080, a formal complaint regarding a grade must be filed not later than the last day of the quarter which follows the quarter for which the disputed grade was received, except that a complaint regarding a spring quarter grade may be filed through the last day of the following fall quarter.

(4) In specifying the facts and other grounds on which it is based, the formal complaint shall specify the grade that is being challenged and should attach copies of relevant docu-

ments. The response on behalf of the respondent shall include, to the extent feasible, the applicable evaluation criteria, copies of the course syllabus and relevant grading records, and the faculty member's explanation for the grade.

(5) Ordinarily the evaluation of course mastery is exclusively within the province of the instructor of a particular course, and so a grade change may be initiated only by that instructor. However, if a formal grade complaint is ultimately reviewed by the vice-president of instruction, and she/he finds that the grade was issued for an improper reason or was arbitrary and capricious or otherwise unlawful, that vice-president may change the grade in the records of the college.

(6) Nothing in these rules shall be construed to limit the separate authority of the vice-president of instruction to change a grade when required by a judicial order or a legal settlement agreement entered into by the district, regardless of whether a complaint has been filed.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-090, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-100 Student conduct generally.** (1) Pursuant to the authority granted by RCW 28B.50.140 and other applicable law, the district board of trustees hereby establishes the following rules on student conduct and student discipline as the district's student conduct code.

(2) This student conduct code applies to every person who is enrolled as a student in the district.

(3) Expectations of students. Admission to the district presumes that students will conduct themselves as responsible members of the district community. When students enroll in any of the colleges or facilities operated by the district, they assume the obligation to observe standards of conduct which are appropriate to the pursuit of their educational goals.

(4) Student responsibility. Students have the obligations to:

(a) Maintain high standards of academic and personal honesty and integrity;

(b) Respect the rights of others and cooperate with all parts of the district community to insure that such rights are guaranteed, whether or not the views of those exercising such rights are consistent with their own;

(c) Refrain from actions which would interfere with campus functions or endanger the health, safety, welfare or property of others;

(d) Comply with district rules and regulations; and

(e) Comply with duly constituted civil authority, and obey all applicable laws.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-100, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-110 Student misconduct.** Misconduct for which the campuses may impose sanctions includes, but is not limited to, any of the following:

(1) Any act of course-related dishonesty, including but not limited to cheating or plagiarism.

(a) Cheating includes, but is not limited to, using, or attempting to use, any material, assistance, or source which has not been authorized by the instructor to satisfy any expectation or requirement in an instructional course, or obtaining,

without authorization, test questions or answers or other academic material that belong to another.

(b) Plagiarism includes, but is not limited to, using another person's ideas, words, or other work in an instructional course without properly crediting that person.

(c) Academic dishonesty also includes, but is not limited to, submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor's approval).

(2) Any other act of college-related dishonesty. Such acts include, but are not limited to:

(a) Forgery, alteration, or misuse of any district document, record, or instrument of identification;

(b) Tampering with an election conducted by or for district students; or

(c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a district officer or employee.

(3) Obstruction or disruption of (a) any instruction, research, administration, disciplinary proceeding, or other district activity, whether occurring on or off district property, or (b) any other activity that is authorized to occur on district property, whether or not actually conducted by the district.

(4) Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of any student, any district officer or employee, or any other person who is on district property or is participating in a district activity.

(5) Attempted or actual damage to, or theft or misuse of, real or personal property or money of (a) the district or state, (b) any student or district officer, employee, or organization, or (c) any other person or organization lawfully present on district property, or possession of such property or money after it has been stolen.

(6) Failure to comply with the direction of a district officer or employee who is acting in the legitimate performance of his or her duties, or failure to properly identify oneself to such a person when requested to do so.

(7) Participation in any activity which unreasonably disrupts the operations of the district or infringes on the rights of another member of the district community, or leads or incites another person to engage in such an activity.

(8) Possession or use, without express authorization by the district chancellor or a campus president, of any explosive, incendiary device, dangerous chemical, weapon, or other device or substance which can be used to inflict bodily harm or to damage real or personal property.

(9) Hazing. Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.

(10) Being observably under the influence of any alcoholic beverage, or otherwise using, possessing, consuming, or selling any alcoholic beverage, except as permitted by law and authorized by the chancellor or a college president.

(11) Being observably under the influence of any narcotic drug or controlled substance as defined in chapter 69.50

RCW, or otherwise using, possessing, consuming, or selling any such drug or substance, except (a) in accordance with a lawful prescription for that student by a licensed health care professional or (b) as permitted by law and authorized by the chancellor or a college president.

(12) Obstruction of the free flow of pedestrian or vehicular movement on district property or at a district activity.

(13) Conduct which is disorderly, lewd, or obscene.

(14) Breach of the peace, or aiding, abetting, or procuring a breach of the peace.

(15) Discriminatory action which harms or adversely affects any student or district employee because of her/his race, color, national origin, mental or physical disability, gender, sexual orientation, age, creed, or religion.

(16) Sexual harassment of a student or district employee. This includes, but is not limited to, engaging in unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature where such behavior offends or would offend a reasonable and prudent person.

(17) Other harassment of a student or district employee. This includes, but is not limited to, repeated and unwelcome following (stalking) or contacting of such a person or making a threat which places that person in reasonable fear of bodily harm.

(18) Smoking inside a campus building or in or on any other property where smoking is not authorized.

(19) Theft or other misuse of computer time or other electronic information resources of the district. Such misuse includes but is not limited to:

(a) Unauthorized use of such resources or opening of a file, message, or other item;

(b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;

(c) Unauthorized use or distribution of someone else's password or other identification;

(d) Use of such time or resources to interfere with someone else's work;

(e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;

(f) Use of such time or resources to interfere with normal operation of the district's computing system or other electronic information resources;

(g) Use of such time or resources in violation of applicable copyright or other law; or

(h) Adding to or otherwise altering the infrastructure of the district's electronic information resources without authorization.

(20) Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to district property, or unauthorized entry onto or into district property.

(21) Abuse or misuse of any of the procedures relating to student complaints or misconduct, including but not limited to:

(a) Failure to obey a subpoena;

(b) Falsification or misrepresentation of information;

(c) Disruption, or interference with the orderly conduct, of a proceeding;

(d) Interfering with someone else's proper participation in a proceeding;

(e) Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness;

(f) Attempting to influence the impartiality of, or harassing or intimidating, a student conduct committee member; or

(g) Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.

(22) Operation of any motor vehicle on district property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.

(23) Violation of any other district rule, requirement, or procedure, including but not limited to any that is posted in electronic form, the district's traffic and parking rules, or the requirements for carpool parking.

(24) Violation of any federal, state, or local law, rule, or regulation.

(25) Aiding, abetting, inciting, encouraging, or assisting another person to commit any of the foregoing acts of misconduct.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-110, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-120 Instructor sanctions for course work dishonesty or classroom misconduct.** (1) An instructor need not give credit for course work that is the product of cheating, plagiarism, or other dishonesty. For any act of dishonesty that occurs during an instructional course, the instructor may adjust the student's grade accordingly for the particular examination, paper, or other work product where that dishonesty occurred. Any such grade adjustment shall not limit or preclude disciplinary sanction(s) for the same act of dishonesty.

(2) An instructor may take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of students in fulfilling the objectives of the course. If a student is so disorderly or disruptive that it is difficult or impossible to maintain classroom decorum, that action may include removing that student from that day's class session.

(3) With regard to any act of course-related dishonesty, classroom misconduct, or other academic misconduct, the faculty member involved may notify his/her dean, with supporting documentation. The dean shall then determine whether to refer the matter to the vice-president for student services for possible disciplinary action.

(4) A student who has received a grade adjustment by the instructor on the basis of dishonesty may grieve that adjustment under the student complaint procedure. However, any disciplinary sanction that is imposed instead of or in addition to an instructor's grade adjustment may be imposed and reviewed only under the student disciplinary procedure.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-120, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-130 Disciplinary jurisdiction.** (1) Disciplinary action may be instituted against a student for any misconduct that is a violation of this student code, regardless of whether there is a related civil or criminal court proceeding. Proceedings under these rules may precede, accompany, or follow any such court proceeding.

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(2) Except as provided in subsection (3), a student is subject to disciplinary action under these rules for any act of misconduct which (a) occurs on or damages district property or (b) occurs during any event or activity that the district conducts, participates in, or sponsors, regardless of where it occurs.

(3) The district reserves jurisdiction and authority to take disciplinary action for student misconduct beyond that described in subsection (2) when the misconduct demonstrates such flagrant disregard for the safety or well-being of others that it endangers the district community.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-130, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-140 Initiation of discipline.** (1) The vice-president for student services at each campus is responsible for investigating possible violations of this student conduct code at that campus and initiating any appropriate disciplinary actions. If that officer is a respondent in a complaint initiated by the subject student, the college president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant.

(2) Any member of the district community may make a complaint against a student whom she/he believes has violated this student conduct code. Such a complaint should ordinarily be filed in writing with the vice-president for student services. However, no such complaint is required in order for that vice-president to take action on any matter that comes to his/her attention.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-140, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-150 Vice-president's review and action.** (1) After conducting such initial investigation of possible misconduct as she/he deems appropriate, the vice-president for student services shall meet, or make a reasonable effort to meet, with the subject student. At that meeting, or if there is no meeting in a document served on the student, the vice-president shall describe the complaint and/or information that has been received and identify the rule violations that appear to have occurred. In order that any informality not mislead the student as to the seriousness of the matter, the vice-president shall also inform the student of the sanction(s) that may be imposed for the alleged misconduct. The vice-president shall give the student an opportunity to respond to the allegations before a disciplinary decision is made.

(2) After considering the information that has been obtained through investigation and/or from the student, the vice-president may take any of the following actions:

(a) Terminate the proceeding, exonerating the student;

(b) Give any appropriate counseling or advice and then terminate the proceeding;

(c) Impose disciplinary sanction(s), subject to any right of appeal as described herein; or

(d) Refer the matter to the student conduct committee for such action as it deems appropriate. Such referral shall be in writing, to the attention of the committee chair, with a copy served on the student.

(3) A "respondent" as referred to hereinafter is a student upon whom a disciplinary sanction has been imposed or

whose case has been referred to the student conduct committee.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-150, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-160 Disciplinary actions.** (1) Any of the following disciplinary sanctions may be imposed for violation of one or more specified provisions of this student conduct code:

(a) Warning: Oral notice to the student of the violation(s). There shall be no appeal from a warning.

(b) Reprimand: Written notice to the student of the violation(s). A reprimand indicates, and usually states, that other or further misconduct, especially any continuation or repetition of the misconduct in question, may or will result in more serious disciplinary action. There shall be no appeal from a reprimand.

(c) Probation: Placement of one or more conditions on the student's continued attendance, as specified in the written notice to the student. The time period of the probation will ordinarily be stated in the notice; if not stated at all, or if so stated, the probation shall be for an indefinite period, concluding only with the end of the student's enrollment.

(d) Suspension from activities: Disqualification of the student, for a stated or indefinite period of time, from participation in specified (or all) privileges, services, or activities that are provided or sponsored by the district.

(e) Suspension of enrollment: Termination, for a stated or indefinite period of time, of all rights as an enrolled student in the college and/or the district, subject to the student's right to seek reinstatement as provided in WAC 132F-121-240.

(f) Expulsion: Permanent termination of a student's enrollment, and right to enroll, at any college or other educational facility in the district.

(g) Grade change: Lowering of a student's grade in a course below that awarded by the instructor.

(2) The conditions or terms of probation or suspension may include, without limitation:

(a) Restriction of future contact or communication with designated persons;

(b) Restriction of the student's access to district property; and/or

(c) Payment for personal injury, property damage, or other expenses related to the violation.

Failure to comply with a condition or term of probation or suspension shall be cause for further disciplinary sanction.

(3) A respondent's record of past misconduct may be considered in determining the appropriate disciplinary action.

(4) A summary suspension and/or an emergency suspension under WAC 132F-121-250 may be combined with or added to another suspension or an expulsion.

(5) A suspension or expulsion may include a provision stating whether all or any part of the respondent's tuition and other fees will be refunded.

(6) A disciplinary sanction, except a warning, shall be imposed through written notice served on the respondent. Each notice of disciplinary action shall state:

(a) A reasonable description of the facts on which the action is based;

(b) The provision(s) of this student conduct code found to have been violated;

(c) The sanction(s) imposed; and

(d) The respondent's right to appeal, i.e., to request an adjudicative proceeding, under these rules (except for a reprimand).

A copy of these student conduct rules should be included with the notice.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-160, filed 7/28/03, effective 8/28/03.]

#### **WAC 132F-121-170 Appeals and referrals generally.**

(1) Except as otherwise provided herein, a respondent who has received notice of disciplinary sanction(s) imposed by the vice-president for student services may appeal such sanction(s) by filing a written notice of appeal with that officer within twenty days. The notice of appeal may include any statement that the respondent wishes to make of the grounds for her/his appeal.

(2) If the vice-president has referred the matter to the student conduct committee for action, no appeal is required, but the student may file a written response with the vice-president within twenty days of service of that referral.

(3) The vice-president shall promptly transmit any notice of appeal or response to referral, together with a copy of any notification of discipline, to the chair of the student conduct committee, described below. The vice-president should serve a copy of that transmittal on the respondent.

(4) Except through a summary suspension and/or emergency suspension under WAC 132F-121-250, a respondent's enrollment status and rights as an enrolled student shall not be altered, on the basis of a disciplinary sanction imposed by the vice-president, until (a) the appeal period has run without a proper appeal being filed or (b) if there is an appeal, either that appeal has been withdrawn or the final order has been entered.

(5) If a respondent files a timely appeal of a probation or suspension that includes restrictions on contacts, communications, or campus access, the vice-president will ordinarily modify those restrictions as necessary to facilitate the respondent's preparation for the hearing.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-170, filed 7/28/03, effective 8/28/03.]

#### **WAC 132F-121-180 Student conduct committee.** (1)

A student conduct committee at each college will hear all disciplinary cases at that college which are referred to it by the vice-president for student services or appealed to it by a student. For purposes of WAC 132F-108-020 and any other requirements, the district trustees and chancellor and each college president designate (a) the committee provided for herein to serve as presiding officer to hear the described student disciplinary matters and (b) the committee chair both to handle and decide procedural matters (as provided herein) and to preside at the hearing.

(2) This committee shall be composed of the following three members:

(a) One administrator or exempt employee, appointed by the college president;

(b) One member of the faculty, appointed by the college president; and

(c) One student, appointed by the president of the recognized student government organization.

(3) Each appointment shall be accompanied by the appointment of two alternates. Each member and alternate shall serve for the academic year or until a replacement is appointed, whichever is longer. When a member is not available for a hearing, the committee chair shall designate an alternate to replace him/her for that hearing. If a member or alternate ceases to serve, a successor shall be promptly appointed. A member or alternate may be reappointed in any role.

(4) The administrator or exempt employee shall be the committee chair.

(5) No employee who reports to, or is subject to the authority of, the vice-president who handles student disciplinary matters may be a committee member, as further provided in RCW 34.05.458. A committee member is subject to disqualification for bias, prejudice, interest, or as further provided in RCW 34.05.425.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-180, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-190 Student conduct committee hearings—In general.** (1) A respondent student has a right to a prompt, fair, and impartial hearing before the student conduct committee on a referral for, or timely appeal of, a disciplinary sanction, except as otherwise provided in these rules.

(2) Chapter 34.05 RCW and chapter 10-08 WAC govern committee proceedings and control in the event of any conflict with these rules. The district's chapter 132F-108 WAC also governs committee proceedings.

(3) The chair of the committee shall give not less than seven days advance written notice of the hearing to all parties, as further specified in RCW 34.05.434 and WAC 10-08-040 and 10-08-045. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause.

(4) The committee chair may provide to the committee members in advance of the hearing copies of (a) the vice-president for student service's notification of imposition of discipline (or referral to the committee) and (b) the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

(5) The committee chair is authorized to conduct pre-hearing conferences and/or to make prehearing decisions, except as overridden by majority vote of the committee, concerning the extent and forms of any discovery, issuance of protective orders, and similar procedural matters.

(6) Upon request made at least five days before the hearing by either the respondent or the vice-president, the two of them shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present in their respective cases, except impeachment or rebuttal evidence. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.

(7) The respondent and the vice-president may agree before the hearing to designate specific exhibits as admissible

without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.

(8) The vice-president shall provide reasonable assistance to the respondent, upon request, in obtaining relevant and admissible evidence that is within the college's control.

(9) Communications between committee members and other persons regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.

(10) Each party may be accompanied at the hearing by a nonattorney assistant of his/her choice. A respondent may elect to be represented by an attorney, but will be deemed to have waived that right unless, at least four days before the hearing, written notice of the attorney's identity and participation is served on both the chair and the vice-president. If the respondent is represented by an attorney, the vice-president may also be represented by an attorney. If both the respondent and vice-president have counsel, the committee will ordinarily be advised by a separate assistant attorney general.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-190, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-200 Student conduct committee hearings—Presentations of evidence.** (1) Upon the failure of any party to attend or participate in a hearing, the committee may either (a) proceed with the hearing and issuance of its order or (b) serve an order of default in accordance with RCW 34.05.440.

(2) The hearing will ordinarily be open to the public, as further provided in RCW 34.05.449. However, if the respondent requests that some or all of it be closed, pursuant to WAC 132F-108-070 and 132F-108-080 or otherwise, the chair shall determine any extent to which the hearing will be closed. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.

(3) The chair shall cause the hearing to be recorded by a method that he/she selects, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to the respondent upon request. The chair shall assure maintenance of the proceeding record that is required by RCW 34.05.476, which shall also be available upon request for inspection and copying by the respondent. Other recording shall also be permitted, in accordance with WAC 10-08-190.

(4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.

(5) The vice-president for student services (unless represented by an attorney) shall present the case for disciplinary action. The facts justifying any such action must be established by a preponderance of the evidence.

(6) All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-200, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-210 Student conduct committee initial order.** (1) At the conclusion of the hearing, the committee shall permit the vice-president for student services and the respondent to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or an order for its consideration.

(2) Within thirty days following the later of the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue an initial order in accordance with RCW 34.05.461 and WAC 10-08-210. This order shall include findings of fact on all material issues of fact and conclusions of law on all material issues of law - including which, if any, specific provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.

(3) The committee's order shall also include a determination on appropriate discipline, if any. If the matter was a referral from the vice-president, the committee shall determine any disciplinary sanction. If the matter was an appeal by the respondent, the committee may affirm, reverse, or modify the discipline imposed by the vice-president and/or impose any other disciplinary sanction authorized herein.

(4) The committee chair shall cause copies of its order to be served on the respondent, the vice-president, the college president, and any legal counsel who have appeared. The committee chair shall also promptly transmit the record of the committee's proceedings to the college president.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-210, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-220 President's review and final college order.** (1) The college president shall review the record and enter the final college order, in accordance with RCW 34.05.461(2) and 34.05.464.

(2) If either the respondent or the vice-president for student services wishes to file written argument with the president, she/he must file that argument and serve a copy on the other within fifteen days after service of the committee's order. Within seven days after service of any such argument, the other party may file and serve a written response. The president shall have discretion to modify these deadlines and/or to allow oral arguments. However no new evidence, not already part of the record, may be introduced in any argument, except as expressly authorized by the president upon a showing of compelling legal justification and after any appropriate fact-finding.

(3) The president shall personally consider the whole record or such portions of it as may be cited by the parties. A party's failure to present any argument shall mean that the party is citing "none" of the record.

(4) If the committee's order includes a provision for expulsion, the president must consult with and obtain the agreement of the district chancellor. If the committee's order includes a provision for suspension from any other college(s) of the district, the president must consult with and obtain the agreement of the president(s) of such college(s).

(5) Within ninety days following the later of the conclusion of the hearing or the committee's receipt of closing arguments, the president shall either remand the matter for further

proceedings, with instructions to the committee, or enter a final order in the matter. The president shall have all of decision-making power that he/she would have had if presiding over the hearing, including the power to affirm, reverse, or modify any disciplinary sanction.

(6) The president's final order shall include, or incorporate by reference to the committee's initial order, all matters required by RCW 34.05.461, in accordance with RCW 34.05.464. It shall also include notice to the respondent of his/her right to seek judicial review under RCW 34.05.510 et seq.

(7) Copies of the final order shall be served on the respondent, the vice-president, any legal counsel who have appeared, and the committee chair.

(8) The decision of the president shall be the final district action in the matter.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-220, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-230 Reestablishment of academic standing after successful appeal.** When a student has missed classes and/or course work due to a disciplinary suspension or expulsion, but that disciplinary sanction was appealed and not upheld, the student shall be given a reasonable opportunity to reestablish his/her academic standing and the alternative of a withdrawal and refund of tuition and fees. Depending on the circumstances, reestablishing academic standing may include opportunities to take examinations and otherwise complete course offerings that were missed due to the disciplinary sanction or to retake the class(es).

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-230, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-240 Reinstatement after suspension or expulsion.** (1) Any student who has been suspended as a disciplinary sanction shall be reinstated, upon the student's written request, after (a) expiration of the stated time period of the suspension and (b) satisfaction of all conditions of the suspension, if any.

(2) Before a suspension has ended, or if a student has been expelled, the student may petition for reinstatement as an enrolled student. Any such petition shall be submitted in writing to the vice-president for student services, showing facts and circumstances constituting good cause for such reinstatement. No such reinstatement shall be granted unless it is approved by both that vice-president and the college president.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-240, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-250 Summary and emergency suspensions.** (1) As part of a suspension or expulsion, a summary suspension and/or an emergency suspension may be imposed in accordance with this section. All, or specified, rights as an enrolled student may be suspended.

(2) A summary suspension may be imposed when necessary to prevent or avoid immediate disruption, danger, or other harm to the educational process or to the health, safety, or welfare of any member(s) of the public, including the district community. The summary suspension may be ordered

only after the respondent has been given oral or written notice of the charge(s) and, if s/he denies them, an explanation of the evidence and an opportunity to respond. The order shall be effective when served. A summary suspension may be ordered:

(a) For ten days or less, by the vice-president; and/or

(b) For any time period through the final determination of a respondent's appeal, by the student conduct committee, upon the written request of the vice-president. The vice-president shall serve a copy of this request on the respondent. Before entering its order, the committee shall hold an initial hearing, as it determines is appropriate.

(3) An emergency suspension may be ordered by the vice-president under RCW 34.05.479 when necessary to prevent or avoid immediate danger to the health, safety, or welfare of any member(s) of the public, including the district community.

(a) Before ordering an emergency suspension, the vice-president shall make reasonable effort to give the respondent oral or written notice of the charge(s) and, if the respondent denies such, an explanation of the evidence and an opportunity to respond.

(b) The vice-president may order the emergency suspension only to the extent, and only for the time period, necessary to prevent or avoid the immediate danger, and only in compliance with RCW 34.05.479. The vice-president shall serve the order on the respondent, or otherwise give him/her such notice as is practicable, and shall also serve a copy on the student conduct committee.

(c) After the emergency suspension order is served, the vice-president and the committee shall proceed as quickly as feasible to complete the appeal proceeding.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-250, filed 7/28/03, effective 8/28/03.]

**WAC 132F-121-260 Maintenance of student discipline records.** Records of all completed disciplinary cases shall be maintained and disposed of by the vice-president for student services in accordance with applicable records retention requirements and student education record confidentiality requirements.

[Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].-140. 03-16-015, § 132F-121-260, filed 7/28/03, effective 8/28/03.]

## Chapter 132F-124 WAC GENERAL CONDUCT

### WAC

132F-124-010	Financial obligations of students.
132F-124-011	Appeal procedure.

**WAC 132F-124-010 Financial obligations of students.** Admission to or registration with the colleges of Community College District VI, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the college or district.

[Order 12, § 132F-124-010, filed 5/22/73.]

**WAC 132F-124-011 Appeal procedure.** Every student has the right to appeal a decision of any college department or division to assess a fee, fine, charge, debt, or other financial

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obligation of his or hers to the college or the district in writing, stating the reasons for the appeal to the division or department head for a determination of the validity and legitimacy of that obligation within ten days after notice of the assessment was sent to the student. If the student has not resolved his or her financial obligation to the college or district and has not requested a formal hearing pursuant to chapter 28B.19 RCW within ten days after his last appeal action, the college or district may take any action authorized under WAC 132F-124-010.

[Order 12, § 132F-124-011, filed 5/22/73.]

## Chapter 132F-136 WAC POLICY ON THE USE OF THE COLLEGE FACILITIES

### WAC

132F-136-010	Use of college facilities.
132F-136-020	Limitation of use to school activities.
132F-136-030	Limitation of use.
132F-136-040	Administrative control.
132F-136-050	Trespass.
132F-136-060	Prohibited conduct at college facilities.
132F-136-070	Control of pets in college facilities.

**WAC 132F-136-010 Use of college facilities.** Because the Seattle Community College is an educational institution provided and maintained by the people of the state, its campus, buildings, properties, and facilities shall be reserved at all times for those activities which either are related directly to its educational mission or are justifiable on the basis of their contributions to the cultural, social, or economic development of the state.

[Order 3, § 132F-136-010, filed 9/20/72.]

**WAC 132F-136-020 Limitation of use to school activities.** The college buildings, properties, and facilities, including those assigned to student programs, may be used only for:

(1) The regularly established teaching, research, or public service activities of the college and its departments or related agencies.

(2) Cultural, educational, or recreational activities of the students or of the faculty or staff.

(3) Short courses, conferences, seminars, or similar events, conducted either in the public service or for the advancement of specific departmental professional interests, when arranged under the sponsorship of the college or its departments.

(4) Public events of a cultural or professional nature brought to the campus at the request of college departments or committees and presented with their active sponsorship and active participation.

(5) Activities or programs sponsored by educational institutions, by state or federal agencies, by charitable agencies or civic or community organizations whose activities are of widespread public service and of a character appropriate to the college.

(6) College facilities shall be assigned to student organizations for regular business meetings, social functions and for programs open to the public. Any recognized campus student organization may invite speakers from outside the college community. In conformance with state guidelines, the

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appearance of an invited speaker on campus does not represent an endorsement by the college, its students, faculty, administration or the board of trustees, whether implicit or explicit, of the speaker's views.

(7) Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to insure the proper maintenance of the facilities. Subject to the same limitations, college facilities shall be made available for assignment to individuals or groups within the college community. Such arrangements by both organizations and individuals must be made through the designated administrative officer. Allocation of space shall be made in accordance with published college regulations and on the basis of time, space availability, priority of request and the demonstrated needs of the individual, group or organization.

(8) Use of space shall not interfere with regularly scheduled classes or activities. Physical abuse of assigned facilities may result in limitation of future allocation of space to the offending parties. Charges may be imposed for damage or for any unusual costs for the use of facilities. The individual, group or organization requesting space will be required to state in advance the general purpose of any meeting. If any charge or collection of funds is contemplated, advance permission from the party giving authority for space allocations will be required.

[Statutory Authority: RCW 28B.19.030 and 28B.50.140. 81-12-008 (Order 38), § 132F-136-020, filed 5/27/81; Order 35, § 132F-136-020, filed 11/21/77; Order 3, § 132F-136-020, filed 9/20/72.]

**WAC 132F-136-030 Limitation of use.** (1) Primary consideration shall be given at all times to activities specifically related to the college's mission, and no arrangements shall be made that may interfere with, or operate to the detriment of, the college's own teaching, research, or public service programs.

(2) In general, the facilities of the college shall not be rented to, or used by, private or commercial organizations or associations, nor shall the facilities be rented to persons or organizations conducting programs for private gain.

(3) College facilities may not be used for commercial sales, advertising, or promotional activities except when such activities clearly serve educational objectives (as in display of books of interest to the academic community or in the display or demonstration of technical or research equipment) and when they are conducted under the sponsorship or at the request of a college department, administrative office or student organization.

(4) College facilities may not be used for purposes of political campaigning by or for candidates who have filed for public office except for student-sponsored activities.

(5) Activities of commercial or political nature will not be approved if they involve the use of promotional signs or posters on buildings, trees, walls, or bulletin boards, or the distribution of samples outside rooms or facilities to which access has been granted.

(6) College facilities are available to recognized student groups, subject to these general policies and to the rules and regulations of the college governing student affairs.

(7) Handbills, leaflets, and similar materials except those which are commercial, obscene, or unlawful in character may

be distributed only in designated areas on the campus where, and at times when, such distribution shall not interfere with the orderly administration of the college affairs or the free flow of traffic. Any distribution of materials as authorized by the designated administrative officer and regulated by established guidelines shall not be construed as support or approval of the content by the college community or the board of trustees.

(8) Use of audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of college affairs as determined by the appropriate administrative officer.

(9) No person or group may use or enter onto college facilities having in their possession firearms, even if licensed to do so, except commissioned police officers as prescribed by law.

(10) The right of peaceful dissent within the college community shall be preserved. The college retains the right to insure the safety of individuals, the continuity of the educational process, and the protection of property. While peaceful dissent is acceptable, violence or disruptive behavior is an illegitimate means of dissent. Should any person, group or organization attempt to resolve differences by means of violence, the college and its officials need not negotiate while such methods are employed.

(11) Orderly picketing and other forms of peaceful dissent are protected activities on and about the college premises. However, interference with free passage through areas where members of the college community have a right to be, interference with ingress and egress to college facilities, interruption of classes, injury to persons, or damage to property exceeds permissible limits.

(12) Peaceful picketing and other orderly demonstrations are permitted in public areas and other places set aside for public meetings in college buildings. Where college space is used for an authorized function, such as a class or a public or private meeting under approved sponsorship, administrative functions or service related activities, groups must obey or comply with directions of the designated administrative officer or individual in charge of the meeting.

(13) If a college facility abuts a public area or street, and if student activity, although on public property, unreasonably interferes with ingress and egress to college buildings, the college may choose to impose its own sanctions although remedies might be available through local law enforcement agencies.

[Statutory Authority: Chapter 28B.50 RCW. 84-21-031 (Order 44, Resolution No. 1984-22), § 132F-136-030, filed 10/10/84; Order 35, § 132F-136-030, filed 11/21/77; Order 26, § 132F-136-030, filed 9/16/75; Order 3, § 132F-136-030, filed 9/20/72.]

**WAC 132F-136-040 Administrative control.** The board hereby delegates to the chancellor authority to set up administrative procedures for proper review of the use of college facilities; to establish, within the framework of these policies, regulations governing such use; and to establish rental schedules where appropriate.

[Statutory Authority: RCW 28B.19.030 and 28B.50.140. 81-12-008 (Order 38), § 132F-136-040, filed 5/27/81; Order 3, § 132F-136-040, filed 9/20/72.]



**WAC 132F-136-050 Trespass.** (1) Individuals who are not students or members of the faculty or staff and who violate these regulations will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the campus president, or his designee, to leave the college property. Such a request will be deemed to prohibit the entry of, withdraw the license or privilege to enter onto or remain upon any portion of the college facilities by the person or group of persons requested to leave, and subject such individuals to arrest under the provisions of chapter 9A.52 RCW.

(2) Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.

(3) Persons who violate or are in violation of a district policy may have their license or privilege to be on district property revoked and be ordered to withdraw from and refrain from entering upon any district property. Remaining on or reentering district property after one's license or privilege to be on district property has been revoked shall constitute trespass and such individual shall be subject to arrest for criminal trespass.

[Statutory Authority: RCW 28B.19.030 and 28B.50.140. 81-12-008 (Order 38), § 132F-136-050, filed 5/27/81; Order 35, § 132F-136-050, filed 11/21/77; Order 26, § 132F-136-050, filed 9/16/75; Order 3, § 132F-136-050, filed 9/20/72.]

**WAC 132F-136-060 Prohibited conduct at college facilities.** (1) State law relative to public institutions govern the use or possession of intoxicants on campus or at college functions. The use or possession of unlawful narcotics or drugs, not medically prescribed, on college property or at college functions, is prohibited. Students obviously under the influence of intoxicants, unlawful drugs or narcotics while in college facilities shall be subject to disciplinary action.

(2) A lottery or any other form of gambling is prohibited at Seattle Community College District.

(3) The use of tobacco is restricted by law and by regulations of the fire marshal to designated smoking areas.

(4) Destruction of property is also prohibited by state law in reference to public institutions.

[Order 35, § 132F-136-060, filed 11/21/77.]

**WAC 132F-136-070 Control of pets in college facilities.** Pets are not permitted in campus buildings or on the grounds except guide dogs for the totally or legally blind persons as provided in chapter 70.84 RCW (the white cane law).

[Order 35, § 132F-136-070, filed 11/21/77.]

## Chapter 132F-148 WAC

### AFFIRMATIVE ACTION PROGRAM

#### WAC

132F-148-010	Policy statement.
132F-148-020	Action plan.
132F-148-030	Responsibility for program implementation.
132F-148-040	Recruitment plan.
132F-148-050	Goals and procedure for implementation.
132F-148-060	Personnel policies relative to affirmative action.
132F-148-070	Formal complaint procedure.

(2005 Ed.)

**WAC 132F-148-010 Policy statement.** The policy of Seattle Community College District (SCCD) is to provide equal opportunity to all its employees and applicants for employment, and to assure that there is no discrimination against any persons on the grounds of race, ethnicity, creed, color, religion, national origin, age, gender, sexual orientation, marital status, or the presence of any physical, sensory, or mental handicap, except where a disability may impede performance to an acceptable level. However, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons of disability. The Seattle Community College is committed to affirmative action for Asians, Blacks, Hispanics, Native Americans, women, persons between the ages of 40 and 70, persons of disability, and disabled and Vietnam-era veterans. This policy extends to all areas of employment and to all relations with employees including recruitment, selection and placement, compensation, promotion and transfer, disciplinary measures, demotions, layoffs and terminations, testing and training, daily working conditions, awards and benefits, and other terms and conditions of employment.

The importance of fulfilling this policy is given top priority consideration in the day-to-day operations of the SCCD. All employees have been, and will continue to be, made aware that any violations of this policy by an employee shall result in appropriate disciplinary action, including termination, if warranted.

Affirmative action is a priority in the district because it insures equal employment opportunities for all applicants, while also assisting in ways to hire underrepresented groups in the district's labor force.

The successful implementation of this policy will depend upon a cooperative spirit and commitment to achieve the goals set forth. The district will work with the district minority task forces and the greater Seattle communities in seeing that the SCCD affirmative action plan/program, which is updated annually and included in the appendices of this manual, is implemented in a responsible and conscientious manner.

[Statutory Authority: Chapter 28B.50 RCW. 87-08-026 (Order 49, Resolution No. 1987-6), § 132F-148-010, filed 3/26/87; 85-13-076 (Order 47, Resolution No. 1985-17), § 132F-148-010, filed 6/19/85; Order 5, § 132F-148-010, filed 11/13/72.]

**WAC 132F-148-020 Action plan.** The SCCD affirmative action plan calls for the following actions which are designed to insure equal employment opportunity.

(1) Internal dissemination of the affirmative action policy and plan.

(a) The SCCD affirmative action plan will be updated annually. Campus presidents will insure that all personnel are aware of the policy and plan. Also, employees must be advised that they may review and/or request a copy of the entire plan.

(b) The equal employment/affirmative action policy will be an integral part of the new employee orientation.

(c) The SCCFT and the campus-wide bargaining unit will be provided with a copy of the annual SCCD affirmative action plan.

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(d) The plan will be published in the district newsletter, *Pacer*, which is distributed to all employees and made available to student publications.

(e) It will be available in the library of each campus and in the president's office on each campus, as well as in the chancellor's office and the district personnel office.

(f) A copy of the SCCD affirmative action plan will be distributed to each administrator.

(2) External dissemination of the affirmative action policy and plan.

(a) Each interested agency, public and private, in the Seattle community.

(b) Each designated bargaining agent.

(c) Suppliers, contractors, and vendors with whom the district does business.

(d) Potential vendors with all requests for bids.

(e) The state board for community college education.

(f) The higher education personnel board.

(g) All recruiting sources, together with a letter encouraging them to actively recruit and refer minorities, women, handicapped persons, Vietnam era and disabled veterans.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-076 (Order 47, Resolution No. 1985-17), § 132F-148-020, filed 6/19/85; Order 5, § 132F-148-020, filed 11/13/72.]

**WAC 132F-148-030 Responsibility for program implementation.** Responsibility for the implementation of the affirmative action program rests with the chancellor for the district as a whole and with the president of each campus.

(1) The chancellor's responsibilities are to:

(a) Review the SCCD affirmative action plan with each president as part of the performance evaluation process.

(b) Carry out the responsibilities for implementation of the affirmative action plan for the district office as described below for each president.

(2) The president's responsibilities are to:

(a) Insure that all campus administrators and supervisors are aware of the affirmative action policy and plan and take it into consideration in day-to-day operations.

(b) Insure that hiring and promotion patterns are monitored so that protected group members are given full consideration.

(c) Insure that facilities are comparable for both sexes and are accessible to handicapped persons.

(d) Insure that protected group members are afforded full opportunity and are encouraged to participate in college-sponsored education and training programs.

(e) Designate a specific individual to be responsible for the supervision and monitoring of affirmative action efforts in that organizational unit. These designates are: North campus - dean of students, central campus - director of graphics and media, south campus - executive assistant to the president.

(f) Insure adequate representation of protected group members on selection committees.

(3) The vice-chancellor, human resources responsibilities are to:

(a) Design and implement audit and reporting systems that will: (i) Measure the effectiveness of the program, (ii) indicate need for corrective action, and (iii) determine degree to which goals and objectives have been attained.

(b) Develop policies and procedures related to equal employment opportunity and affirmative action for review, approval, and action by the chancellor's cabinet and board of trustees.

(c) Serve as liaison between the district and compliance agencies, organizations for minority, women, Vietnam veterans, disabled veterans, handicapped persons, and with other such community and municipal action programs.

(d) Keep management informed of current developments in areas related to affirmative action and equal employment opportunity.

(e) Develop and maintain internal and external communication systems.

(f) Assist in the identification of problem areas.

(g) Ensure proper dissemination of information contained in the affirmative action plan to all employees, supervisors/managers and other interested parties.

[Statutory Authority: Chapter 28B.50 RCW. 87-08-026 (Order 49, Resolution No. 1987-6), § 132F-148-030, filed 3/26/87; 85-13-076 (Order 47, Resolution No. 1985-17), § 132F-148-030, filed 6/19/85; Order 5, § 132F-148-030, filed 11/13/72.]

**WAC 132F-148-040 Recruitment plan.** (1) Recruitment for minority, female, and handicapped applicants for SCCD employment is the primary responsibility of each campus and the district personnel department as indicated below:

(2) The district personnel department can assist campuses in the recruitment process by:

(a) Providing possible recruitment sources, and providing copies of the district mailing list;

(b) Contacting employment sources with which the SCCD affirmative action plan has a referral arrangement;

(c) Participating in campus recruitment efforts;

(d) Advertising in minority newspapers.

(e) Identify underutilization and target recruitment by personal contacts with individuals and agencies.

(f) Analyze recruitment effort and applicant flow to determine weak areas in the recruitment program.

[Statutory Authority: Chapter 28B.50 RCW. 87-08-026 (Order 49, Resolution No. 1987-6), § 132F-148-040, filed 3/26/87; 85-13-076 (Order 47, Resolution No. 1985-17), § 132F-148-040, filed 6/19/85; Order 5, § 132F-148-040, filed 11/13/72.]

**WAC 132F-148-050 Goals and procedure for implementation.** The goals/availability percentages are converted into realistic projections of the number of underrepresented groups' members the campuses seek to hire given the vacancies, availability, and affirmative action efforts they are willing to undertake. Under this system of numerical goal setting, a campus is never required to hire persons who do not have the qualifications needed to perform in preference to another applicant who is qualified. Goals recognize that persons are to be judged on individual ability and, therefore, are consistent with the principles of equal employment opportunity.

When a vacancy occurs, the district personnel office and/or campus affirmative action officers will review the utilization analysis tables. Specifically, the underutilization FTEs portion of the table will indicate the number of FTEs required to achieve yearly goals. These tables will be revised by the district personnel department on a monthly basis to

reflect new hires, terminations and promotions. Selective certification will be utilized for underrepresented groups when classified employee groups are involved. Recruitment and outreach efforts should also be employed to correct underutilization in faculty and administrators.

The district has an affirmative action plan that has realistic goals that are attainable. It is the intent of this plan that the district personnel department and each campus will carefully monitor hiring practices to insure that every effort is made towards responsibly reaching the goals.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-076 (Order 47, Resolution No. 1985-17), § 132F-148-050, filed 6/19/85; Order 5, § 132F-148-050, filed 11/13/72.]

**WAC 132F-148-060 Personnel policies relative to affirmative action.** (1) Age discrimination. Seattle Community College District will provide equal opportunity for all persons without regard to age. The district does not discriminate on the basis of age in any employment practices including hiring, promotion, demotion, transfer, recruitment, layoff and return from layoff, termination, fringe benefits, selection for training, and other terms of employment.

Further, the district does not specify a minimum or maximum age requirement on its advertisements for employees except upon the basis of a bona fide occupational qualification, retirement plan, or statutory requirement.

(2) Employment of Vietnam era veterans and disabled veterans. Seattle Community College District does not discriminate against Vietnam era veterans or disabled veterans in any employment practices including but not limited to hiring, promotion, demotion, transfer, compensation, layoff, fringe benefits, selection for training, and other terms and conditions of employment. Advertisements for positions are sent to all relevant offices and agencies.

(3) Employment of disabled persons. Seattle Community College District does not discriminate against any employee or applicant for employment because of a disability with regard to any position for which the employee or applicant is qualified. Further, the district does not discriminate against disabled persons with regard to promotion, demotion, transfer, layoff or return from layoff, termination, compensation, fringe benefits, training opportunities, and other terms and conditions of employment.

The district will make reasonable accommodations within budgetary limits for those who are disabled to allow them to perform the duties of the jobs for which they are qualified.

Several on-going efforts are aimed at insuring nondiscrimination for disabled persons:

(a) Evaluation of physical accommodations to assure that they are accessible.

(b) Review of faculty and administrative job requirements to assure that they are job-related and do not screen out qualified disabled applicants.

(c) Review of administrative job descriptions to assure that they are accurate and are not written to exclude qualified disabled applicants.

(d) Periodic articles in district publications related to legal and other aspects of the employment of disabled persons.

(2005 Ed.)

[Statutory Authority: Chapter 28B.50 RCW. 85-13-076 (Order 47, Resolution No. 1985-17), § 132F-148-060, filed 6/19/85; Order 5, § 132F-148-060, filed 11/13/72.]

#### **WAC 132F-148-070 Formal complaint procedure.**

Any individual who feels she/he has been discriminated against on the basis of race, color, religion, handicap, national origin, age or sex either by the district or by an individual employee of the district may file a formal complaint. Such a complaint may be filed through existing grievance procedures (where applicable), directly with the individual responsible for affirmative action in each organizational unit or with the district personnel director. A formal complaint may be filed either following or instead of any informal attempt at resolution. Individuals with complaints are encouraged to follow the procedures outlined herein prior to contacting any outside enforcement agency.

The complainant should be advised of his/her right to file a complaint with the Washington state human rights commission, Seattle human rights department, equal employment opportunity commission, Office of Federal Contract Compliance, or the Office of Civil Rights. However, complainants are encouraged to use the internal grievance procedures to resolve complaints.

Complaints filed with persons responsible for affirmative action shall be processed as follows:

(1) Complaints shall be in writing, shall contain specific information and shall be promptly investigated by the appropriate administrator.

(2) Response shall be made to the complainant in writing, within 15 working days of receipt of the complaint.

(3) Copies of both the complaint and the response shall be forwarded to the relevant appointing authority.

(4) The appointing authority will respond in writing to the complainant within 15 working days.

(5) Written appeal may be made to the appointing authority within 15 working days after the complainant receives the response.

(6) The appeal will be investigated and final response made by the appointing authority within 15 working days.

(7) Written appeal may be made to the chancellor (if the appointing authority is not the chancellor) who shall then investigate and respond to the complainant within 15 working days of receipt of the written request.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-076 (Order 47, Resolution No. 1985-17), § 132F-148-070, filed 6/19/85; Order 5, § 132F-148-070, filed 11/13/72.]

### **Chapter 132F-162 WAC LIBRARY REGULATIONS**

#### **WAC**

132F-162-010	Purpose of the library's existence.
132F-162-020	Basis of policies and procedures.
132F-162-030	Modification of these regulations.
132F-162-040	Borrower classification.
132F-162-050	Identification card.
132F-162-060	Loan time periods.
132F-162-070	Special collections.
132F-162-080	Number of items that may be borrowed.
132F-162-090	Date library materials are due.
132F-162-100	Renewal of library materials.
132F-162-110	Holds, recalls, and searches.
132F-162-120	Return of library materials.
132F-162-130	Schedule of fines and charges.

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132F-162-140	System-wide applicability of fines.
132F-162-150	Notice of overdue materials.
132F-162-160	Accrual date or time of fines.
132F-162-170	When fines will be levied.
132F-162-180	Failure to return materials, or to pay fines or charges.
132F-162-190	Appeals of fines and charges.

**WAC 132F-162-010 Purpose of the library's existence.** The . . . . . instructional resources center exists to further the objectives of the college.

[Order 17, § 132F-162-010, filed 5/22/73.]

**WAC 132F-162-020 Basis of policies and procedures.** Policies and procedures are based on the belief that the needs of the college community as a whole take precedence over the individual convenience.

[Order 17, § 132F-162-020, filed 5/22/73.]

**WAC 132F-162-030 Modification of these regulations.** The board of trustees reserves the right to add, delete, or modify portions of these regulations including the fine schedules in accordance with its regulations and applicable laws.

[Order 17, § 132F-162-030, filed 5/22/73.]

**WAC 132F-162-040 Borrower classification.** Within the college community there are several readily identifiable library material user groups for which the character and intensity of use differs. The primary groups are credit and noncredit students, faculty, administrative personnel and nonacademic staff. Borrowers are classified as:

- (1) Credit students
- (2) Employees of the district
- (3) Continuing education, noncredit students

The instructional resources center may extend services on proper identification to persons not affiliated with the college. Borrowing privileges may be extended to such persons if they reside within Community College District VI, or if they are a duly enrolled student or faculty member of one of the other state community colleges, or if they are spouses of . . . . . Community College faculty, administrative or nonacademic staff members. The instructional resources center extends services to other libraries through the "interlibrary loan" process. These borrowers are classified as:

- (4) Community patrons
- (5) Reciprocal students and faculty from other state community colleges
- (6) Spouses of borrower class (2)
- (7) Retired faculty of . . . . . Community College
- (8) Other libraries through the "interlibrary loan" process.

[Order 17, § 132F-162-040, filed 5/22/73.]

**WAC 132F-162-050 Identification card.** Each student borrower is responsible for obtaining an official identification number affixed to his or her student body card by the college instructional resources center. Each nonstudent borrower is responsible for obtaining an official identification card from the head librarian of the instructional resources center. Reciprocal students and faculty must provide official

identification from their institutions in order to obtain a . . . . . Community College identification card.

[Order 17, § 132F-162-050, filed 5/22/73.]

**WAC 132F-162-060 Loan time periods.** The college instructional resources center has established a schedule of loan time periods based on anticipated demand for the various forms of material by the several classes of borrowers. This loan time schedule will be established by the director of instructional resources and will be available at the circulation desk(s).

[Order 17, § 132F-162-060, filed 5/22/73.]

**WAC 132F-162-070 Special collections.** Certain materials are maintained in special collections in the library because of format, subject, rarity, etc. Borrowers should consult the circulation desk concerning conditions of use for library materials in special collections.

[Order 17, § 132F-162-070, filed 5/22/73.]

**WAC 132F-162-080 Number of items that may be borrowed.** In order to make resources available to several students, the library staff may limit, temporarily, the number of items to be circulated to any one borrower.

[Order 17, § 132F-162-080, filed 5/22/73.]

**WAC 132F-162-090 Date library materials are due.** The director of instructional resources shall establish from time-to-time a schedule of due dates. This schedule will be available during regular instructional resources center hours at the circulation desk.

[Order 17, § 132F-162-090, filed 5/22/73.]

**WAC 132F-162-100 Renewal of library materials.** (1) Renewals are generally allowed for circulating materials unless requested by other borrowers by means of a HOLD or a RECALL (see WAC 132F-162-110).

(2) Overdue material may be renewed subject to the same conditions as similar material not overdue.

(3) Prepaid telephone renewals are accepted for circulating materials but are not encouraged in special collections. The instructional resources center assumes no responsibility for errors resulting from such transactions. Borrowers appearing in person at a check-out desk will receive service first.

(4) Materials from reserve and special collections may be renewed at the discretion of the circulation supervisor.

[Order 17, § 132F-162-100, filed 5/22/73.]

**WAC 132F-162-110 Holds, recalls, and searches.** (1) Holds: A borrower may place a HOLD on any circulating material except reserve material, some special collections material and library materials already checked out to that borrower.

(2) Recalls: Library materials for which another borrower has placed a HOLD may be recalled after two weeks from the date checked out. Material on long-term loan to faculty maybe recalled at anytime. Material needed for reserve may be recalled at any time. Material checked out to noncol-

lege borrowers may be recalled at any time for use by an on-campus borrower.

(3) A search may be requested by borrowers who have not succeeded in locating material on the shelves.

[Order 17, § 132F-162-110, filed 5/22/73.]

**WAC 132F-162-120 Return of library materials.** (1) Materials are considered returned to the instructional resources center as of the date returned to any of the receiving points for library materials except that of reserve, overnight, reference, and special collections materials. Equipment must be returned to the location in the instructional resources center from which it was borrowed.

(2) After-hours "book returns" are emptied each morning the instructional resources center is open and material found in them is considered to have been returned at closing time on the previous day.

[Order 17, § 132F-162-120, filed 5/22/73.]

**WAC 132F-162-130 Schedule of fines and charges.** A schedule of fines and charges employed by the college instructional resources center shall be that established from time-to-time by the board of trustees of the college. This schedule will be available at the circulation desk(s).

[Order 17, § 132F-162-130, filed 5/22/73.]

**WAC 132F-162-140 System-wide applicability of fines.** All borrowers are subject to a uniform system of fines for late returns of library materials and replacement costs when required.

[Order 17, § 132F-162-140, filed 5/22/73.]

**WAC 132F-162-150 Notice of overdue materials.** The instructional resources center will send overdue notices and follow-up notices on a suitable schedule. An item requested for use or to be put on reserve may be recalled at any time after one week, whether it is overdue or not. Failure to receive a notice does not relieve the borrower of responsibility of payment of fines.

[Order 17, § 132F-162-150, filed 5/22/73.]

**WAC 132F-162-160 Accrual date or time of fines.** When fines are levied, they accrue from the first day or hour library materials are overdue.

[Order 17, § 132F-162-160, filed 5/22/73.]

**WAC 132F-162-170 When fines will be levied.** Fines may be levied on:

(1) Circulating material when:

(a) The library materials are not returned when called in for reserve, or there is a HOLD or RECALL and they are or become overdue, such fines are to be calculated from the first day library materials are overdue.

(2) Overdue reserve, reference and other circulating materials from special collections, and equipment, whether or not such material has been requested by another borrower.

[Order 17, § 132F-162-170, filed 5/22/73.]

(2005 Ed.)

**WAC 132F-162-180 Failure to return materials, or to pay fines or charges.** A failure to return materials or to pay fines or charges may result in:

(1) Loss of borrowing privileges

(2) Delay in registration until account is clear

(3) Holds being placed on borrowers in classification 1 (see WAC 132F-162-040) with respect to grades, transcript and college records, and/or

(4) Other appropriate action for borrower classifications 2 through 8.

[Order 17, § 132F-162-180, filed 5/22/73.]

**WAC 132F-162-190 Appeals of fines and charges.** Appeals of fines or charges, or both, may be filed with the circulation supervisor by securing appropriate forms from the circulation desk. All disputed appeals are adjudicated by the director of instructional resources.

[Order 17, § 132F-162-190, filed 5/22/73.]

## Chapter 132F-164 WAC

### BIDDING PROCEDURES FOR PURCHASING AND CONTRACTING

#### WAC

132F-164-010	Promulgation.
132F-164-020	Bids.
132F-164-030	Bid forms.
132F-164-040	Bid lists.
132F-164-050	Opening of bids.
132F-164-060	Receipt and safeguard of bids.
132F-164-070	Cancellation prior to opening.
132F-164-080	Late bids.
132F-164-090	Acceptance/rejection of bids.
132F-164-100	Miscellaneous procedures for soliciting of bids.
132F-164-110	Responsiveness.
132F-164-120	Sealed bid formalities.
132F-164-130	Informalities or irregularities in bidding.
132F-164-140	Safekeeping of bids.
132F-164-150	Mistakes in bids.
132F-164-160	Use of brand names.
132F-164-170	Public information.
132F-164-180	Alteration of bids prohibited.
132F-164-190	Delivery date guarantee.
132F-164-200	Breach of contract.

**WAC 132F-164-010 Promulgation.** Pursuant to the authority granted by RCW 43.19.190 and chapter 34.04 RCW the Seattle Community College District hereby promulgates the following rules and regulations with respect to bidding, bids, and contracts.

[Order 11, § 132F-164-010, filed 4/19/73.]

**WAC 132F-164-020 Bids.** A bid describes the requirement of the district accurately and completely in an attempt to describe materials in such a way as to enhance competition. Bids will be prepared in such a way as to avoid unnecessary restrictive specifications or requirements. Insofar as practicable, competitive formal sealed bids shall be used as standard procedures for all purchases, utilizing the following guidelines:

(1) Items to be purchased at any one time are greater than \$500.

(2) There are sufficient qualified bidders to enable competitive pricing.

(3) The requirements of the purchaser can be described clearly, accurately, and completely.

(4) There is sufficient time to process the bid.

[Order 11, § 132F-164-020, filed 4/19/73.]

**WAC 132F-164-030 Bid forms.** Bid documents, depending on materials to be purchased, may vary. As a general practice, however, all bids as received from vendors shall be filled out in ink or by typewriter and they must be signed by an authorized representative. Unsigned bids will be rejected at the time of bid opening. Bids may include, but are not limited to the advertisement to the bid, the invitation to bid, the specifications and divisions thereof, instructions to bidders, general terms and conditions, special conditions, technical specifications, and any addenda issued thereto.

[Order 11, § 132F-164-030, filed 4/19/73.]

**WAC 132F-164-040 Bid lists.** Bid lists for various commodities may be maintained by the district, and this information may be exchanged between state agencies and institutions. (Note: It is obvious that for geographical reasons, some vendors names will appear on bid lists of some institutions and not on others, so that the addition or deletion of names from a bid list will consider biographical advantages as well as competitive advantage.)

[Order 11, § 132F-164-040, filed 4/19/73.]

**WAC 132F-164-050 Opening of bids.** An official bid opening officer will pick up the days bids to be opened from the bid clerk, proceed to the bid room at the designated opening time and, along with an assistant or witness, open each bid envelope for a particular bid.

[Order 11, § 132F-164-050, filed 4/19/73.]

**WAC 132F-164-060 Receipt and safeguard of bids.** All bids will be received by the designated bid clerk, immediately date-stamped and filed appropriately. Should a bid be received that is not in a properly identifiable envelope and inadvertently opened, the bid will be immediately resealed by the person opening the bid, dated and signed.

[Order 11, § 132F-164-060, filed 4/19/73.]

**WAC 132F-164-070 Cancellation prior to opening.** Should the requirements of the district change prior to the opening of the bid, the bid may be cancelled by issuing an addendum.

[Order 11, § 132F-164-070, filed 4/19/73.]

**WAC 132F-164-080 Late bids.** A bid that is received in the purchasing department and time-stamped after the exact time set for opening will be categorized as a "late bid." Late bids will be returned to the bidder unopened. It is the bidder's responsibility to ensure that his bid is received within the purchasing department prior to the opening time specified on the bid.

[Order 11, § 132F-164-080, filed 4/19/73.]

**WAC 132F-164-090 Acceptance/rejection of bids.** The district reserves the right to accept or reject bids on each

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item separately or as a whole, to reject any or all bids, to waive informalities, irregularities, and to contract as the best interests of the district may require.

[Order 11, § 132F-164-090, filed 4/19/73.]

**WAC 132F-164-100 Miscellaneous procedures for soliciting of bids.** (1) Bid time. Normally, fourteen calendar days will be allowed from the date of mailing to the bid opening date. The time for opening bids will be set by the district. No telephonic or telegraphic bids will be accepted unless noted on the bid form.

(2) The bid envelope or label provided by the district will be used. If it is not used, the required information shall be recorded on the face of the envelope by the bidder to ensure proper handling within the purchasing department.

(3) Bidders may request modification to bid specifications at any time prior to bid opening. Acceptance by purchaser of modification shall take the form of addenda issued to all bidders.

(4) Addendum to bids. If it becomes necessary to make changes in quantities, specifications, delivery schedule, opening date, etc., or to correct, such changes shall be accomplished by an addendum and all individuals receiving the original bid shall be notified. Before issuing an addendum to a bid, the time remaining until bid opening must be reviewed, and if insufficient time exists, the bid opening date will be extended.

(5) Any information given to a single prospective bidder which amends the terms and conditions of the bid shall be furnished promptly to all prospective bidders.

(6) No bid bond in the form of cash will be accepted.

[Order 11, § 132F-164-100, filed 4/19/73.]

**WAC 132F-164-110 Responsiveness.** A bid, to be considered for award, must comply in all material respects to the specifications and terms of that bid. Bids should be filled out, executed, and submitted in accordance with the instructions contained therein. If a bidder uses his own form or a letter to submit a bid, that offer may be considered, if the bidder accepts the original terms and conditions.

[Order 11, § 132F-164-110, filed 4/19/73.]

**WAC 132F-164-120 Sealed bid formalities.** Bid documents will clearly indicate that the purchaser has the right to reject any or all bids, waive informalities or irregularities with respect thereto, and to contract in the best interest of the district. The following is a list of formalities which will not be waived:

(1) Bids received after the bid opening date and time indicated on the bid document will be returned to the bidder unopened. Bids postmarked prior to bid opening time, but not received, will not be considered. Telephoned or telegraphed bids and alterations, except for unconditional withdrawals, will not be considered unless authorized in the bid terms and conditions.

(2) Bids received that have not been signed by an authorized agent.

(3) Bid bonds, if required, not included with the bid.

[Order 11, § 132F-164-120, filed 4/19/73.]

**WAC 132F-164-130 Informalities or irregularities in bidding.** An informality or irregularity in bidding is one which is merely a matter of form and/or is some immaterial variation from the exact requirements of the invitation for bid, having no effect (or merely a trivial or negligible effect) on price, quantity, quality, or delivery of the desired materials and the correction or waiver of such irregularity or informality will not affect the relative standings of, or be otherwise prejudicial to bidders. The buyer shall either give the bidder an opportunity to correct any deficiency resulting from an informality or irregularity or waive any such deficiency where it is to the advantage of the institution. The following examples of informalities or irregularities may be waived:

(1) Failure to include sales brochure for complete description.

(2) Inclusion of a letter bid as well as standard invitation to bid form.

(3) Vendor's standard terms and conditions variance from agency's terms and conditions.

[Order 11, § 132F-164-130, filed 4/19/73.]

**WAC 132F-164-140 Safekeeping of bids.** Sealed bids, received from a bidder will be held by the purchasing department until the time and place of bid opening at which time a record of the bids received and a recap may be made.

[Order 11, § 132F-164-140, filed 4/19/73.]

**WAC 132F-164-150 Mistakes in bids.** The buyer shall examine all bid forms for mistakes. In cases of apparent mistakes (where the buyer has reason to believe that a mistake has been made) he shall request from the bidder a clarification, calling attention to the suspected mistake. If the bidder acknowledges a mistake, the matter shall be resolved to the satisfaction of the buyer, either by having the bidder withdraw or by acceptance.

[Order 11, § 132F-164-150, filed 4/19/73.]

**WAC 132F-164-160 Use of brand names.** Brand name specifications may be used only on the basis of "or equal" consideration. Brand names are to be used to establish standards of quality and are not meant to be restrictive.

[Order 11, § 132F-164-160, filed 4/19/73.]

**WAC 132F-164-170 Public information.** Normally, information submitted by the bidders during the bidding process shall become a matter of public record.

[Order 11, § 132F-164-170, filed 4/19/73.]

**WAC 132F-164-180 Alteration of bids prohibited.** Bids may not be completed, amended, or clarified on the face of the bid after the official bid opening time.

[Order 11, § 132F-164-180, filed 4/19/73.]

**WAC 132F-164-190 Delivery date guarantee.** A guarantee of delivery date must be specified on the invitation to bid and failure to perform in accordance with that schedule shall be a breach subject to the reimbursement to the district by the vendor for any cost, expenses, or loss sustained as a result thereof.

(2005 Ed.)

[Order 11, § 132F-164-190, filed 4/19/73.]

**WAC 132F-164-200 Breach of contract.** In the event of a breach by a vendor of any of the provisions of a contract, the district reserves the right to cancel and/or terminate the contract forthwith, upon giving oral or written notice to the vendor with the right to collect a monetary sum of liquidated damages if specified in the contract.

[Order 11, § 132F-164-200, filed 4/19/73.]

## Chapter 132F-168 WAC ACCESS TO PUBLIC RECORDS

### WAC

132F-168-010	Access to public records.
132F-168-020	Purpose.
132F-168-030	Request for document inspection.
132F-168-040	Appeal.
132F-168-050	Exemptions.
132F-168-060	Copying.
132F-168-070	Protection of privacy.
132F-168-075	Judicial review of agency action.
132F-168-080	Office hours.
132F-168-090	Sanctions.
132F-168-100	Request for inspection of public records—Form 1.
132F-168-110	Request for inspection of public records—Form 2.

**WAC 132F-168-010 Access to public records.** This chapter shall be known as Seattle Community College District rules on public records.

[Order 16, § 132F-168-010, filed 10/4/73.]

**WAC 132F-168-020 Purpose.** Seattle Community College District shall comply with the provisions of chapter 42.17 RCW, Disclosure—Campaign finances—Lobbying—Records, while at the same time preserving the orderly operation of the Seattle Community College District and the privacy of the students and employees of the school.

[Order 36, § 132F-168-020, filed 11/21/77; Order 16, § 132F-168-020, filed 10/4/73.]

**WAC 132F-168-030 Request for document inspection.** (1) As defined by RCW 42.17.020(26), a public record "includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics." Public records are presumptively available for public access, except as restricted by WAC 132F-168-050. Any person wishing to inspect a public record shall submit Form 1, "request for inspection of public records" WAC 132F-168-100. Each request must be presented to a dean of instruction, dean of students, registrars, district director of employee relations and personnel, business managers, or to their secretaries during regular office hours of the school, as defined in WAC 132F-168-080.

(2) The officer to whom the request is presented shall, by the close of the following business day: (a) Make the requested document available, or (b) state that such a document does not exist, or (c) ask for clarification of the document requested, or (d) deny access because the document is exempt from public inspection under WAC 132F-168-050.

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The action taken shall be marked on Form 1 and returned to the person submitting the form.

[Order 36, § 132F-168-030, filed 11/21/77; Order 16, § 132F-168-030, filed 10/4/73.]

**WAC 132F-168-040 Appeal.** (1) If request is denied by the officer pursuant to WAC 132F-168-030, the person requesting the document may appeal to the appropriate campus president or to the district president. The appellant shall file Form 2, together with Form 1 as returned, with the secretary to the campus president or district president, during the day the appeal is returned, if returned prior to 3 p.m., or by 11 a.m. the following business day if returned after 3 p.m. A campus president or the district president shall answer the appeal by returning Form 2 to the person requesting the record before the end of the second business day following the original denial of inspection on Form 1, unless a later time is indicated in the form. In all cases, the person requesting the record shall be notified by the end of the second business day of the disposition of the request.

(2) If an appeal is filed after the time required in WAC 132F-168-040(1), then the return date shall be the end of the second business day following the filing of the appeal.

(3) The filing of a request and the return of Form 1 and Form 2 indicating disposition, is made by leaving the form with the secretary of the officer. The secretary of the officer shall mark the time and date of: (a) The receipt of the form, (b) the return of the form with disposition, and (c) the demand made for return by the person submitting the form. A request shall be deemed denied or an appeal denied only after the person filing the form has been notified by the secretary of the dean, personnel officer, president or district president. In all cases, the person shall be notified by the end of the second business day.

(4) Administrative remedies shall not be considered exhausted until the campus president or the district president has returned the appeal form by the close of the second business day. An appeal may then be made to the board at the next scheduled board meeting.

[Order 36, § 132F-168-040, filed 11/21/77; Order 16, § 132F-168-040, filed 10/4/73.]

**WAC 132F-168-050 Exemptions.** (1) Public access shall not be granted to documents exempt under RCW 42.17.310, "certain personal and other records exempt," unless the officer determines that disclosure would not affect any vital governmental interest. If the interest can be protected by deletion of personal references, access shall be granted following deletion of such material, and a reasonable time shall be allowed for deleting the material.

(2) Examination of individual files of Seattle Community College District students shall be in accordance with the provisions of district policy 310, student records and federal register, Part 99 - privacy rights of parents and students.

(3) Individual files of applicants, employees, and officers of Seattle Community College District are available only to members of the faculty and staff of Seattle Community College District who are entrusted with the care and custody of the files, to supervisory personnel, and to the business staff for purposes necessary to carrying out their functions. The only information contained in the individual file of an

employee which shall be available for public inspection shall be the name, status, salary and teaching duties of the employee. The employee, however, shall have full access to his personnel file as agreed upon in the employee-organization contract.

[Order 36, § 132F-168-050, filed 11/21/77; Order 16, § 132F-168-050, filed 10/4/73.]

**WAC 132F-168-060 Copying.** Persons granted access to public records pursuant to Form 1 shall be allowed to obtain copies of such documents as they desire upon the payment of twenty-five cents per copy page. Copies of documents will be made by an authorized staff member of the Seattle Community College District on any available copier. Payment for copies shall be made to a cashier of the college who will issue a receipt which must be presented to the person in charge of the copying machine. The charge of twenty-five cents per copy page is the reasonable cost of paper and copying charges for Seattle Community College District.

[Order 36, § 132F-168-060, filed 11/21/77; Order 16, § 132F-168-060, filed 10/4/73.]

**WAC 132F-168-070 Protection of privacy.** Any student, employee or applicant who believes a document has been or is about to be released, and who believes his or her right to privacy will be infringed by public inspection of the document, may file a protest with the appropriate campus president or the district president. If, after consideration of the request for inspection and the protest, the campus president or the district president believes inspection should be denied, he should take appropriate action as listed in RCW 42.17.330, "court protection of public records."

[Order 36, § 132F-168-070, filed 11/21/77; Order 16, § 132F-168-070, filed 10/4/73.]

**WAC 132F-168-075 Judicial review of agency action.** Per RCW 42.17.340, "Upon the motion of any person having been denied an opportunity to inspect or copy a public record by an agency, the superior court in the county in which a record is maintained may require the responsible agency to show cause why it has refused to allow inspection or copying of a specific public record or class of records. The burden of proof shall be on the agency to establish that refusal to permit public inspection and copying is required."

[Order 36, § 132F-168-075, filed 11/21/77.]

**WAC 132F-168-080 Office hours.** For purposes of this chapter, the regular office hours of Seattle Community College District shall be considered 9 a.m. through 4 p.m., Monday through Friday; except for legal holidays for state employees.

[Order 16, § 132F-168-080, filed 10/4/73.]

**WAC 132F-168-090 Sanctions.** If a person granted access to public records pursuant to this chapter destroys, mutilates or who returns the documents in an unreasonably disorganized fashion, a campus or district president may order that that person be denied further access to documents of the Seattle Community College District. Any person wishing to contest such an order may request a hearing before the



president or his designee concerning the charges, and such a hearing shall be considered a contested case for purposes of chapter 28B.19 RCW.

[Order 36, § 132F-168-090, filed 11/21/77; Order 16, § 132F-168-090, filed 10/4/73.]

**WAC 132F-168-100 Request for inspection of public records—Form 1.**

COMMUNITY COLLEGE DISTRICT VI  
REQUEST FOR INSPECTION OF  
PUBLIC RECORDS—FORM 1

To be completed by applicant

To: .....

The applicant requests inspection of the following documents:

1. .... 2. .... 3. ....

The applicant agrees to return the documents unharmed and in an orderly fashion.

Signed .....

Address .....

*Present this form to a dean of instruction, dean of students, district director, employee relations and personnel, business managers, or the secretary of one of the above officials.*

To be completed by campus official

- ☐ The requested document is available for inspection.
- ☐ The district is not in possession of such a document.
- ☐ Please clarify precisely what documents are being requested as it cannot be determined from your application what documents are desired.
- ☐ The request is denied because the document is:
  - ☐ (a) Personal information in a file maintained for a student of this institution.
  - ☐ (b) Personal information in a file maintained for an employee of the district, disclosure of which would violate the employee's right to privacy.
  - ☐ (c) A preliminary draft, note, recommendation or intra-agency memorandum in which opinions are expressed or policies formulated or recommended, which document has not been publicly cited by this agency in connection with an agency action.
  - ☐ (d) A record which is relevant to a controversy to which this agency is a party which record would not be available to another party under the rules of pretrial discovery.
  - ☐ (e) The document contains personal information which, when deleted, can be released, and such deletions will be completed by .....
  - ☐ (f) Other .....

Signed .....

Title .....

Time/Date Form Received .....

Time/Date Form Returned to Applicant .....

Applicant's Demand Date for Return of Request .....

(2005 Ed.)

*A refusal to make a record available for inspection may be appealed to a campus president or the district president. If the request is denied prior to 3 p.m., the appeal should be filed by the close of the business day. If the request is denied after 3 p.m., the appeal should be filed by 11 a.m. of the next business day.*

[Order 36, § 132F-168-100, filed 11/21/77.]

**WAC 132F-168-110 Request for inspection of public records—Form 2.**

COMMUNITY COLLEGE DISTRICT VI  
REQUEST FOR INSPECTION OF  
PUBLIC RECORDS—FORM 2

To: .....  
(Appropriate campus/district president)

The applicant has been denied inspection of a document which is possessed by Seattle Community College District. The denial was made following submission of Form 1 (attached hereto).

The applicant appeals the disposition made on Form 1 and requests you to review this denial prior to the close of the second business day following the denial of the request.

Signed .....

Address .....

Present this form to the secretary of the campus president or the district president.

The appellant understands the president is not available until. ...., and agree to an extension of the return time until. ....

Signed .....

DISPOSITION

- ☐ Inspection of the documents is granted.
- ☐ Inspection will be granted following deletion of personal materials in the requested documents.
- ☐ Inspection of the document is denied because .....

Signed .....

Title .....

Time/Date Form received .....

Time/Date Form returned to applicant .....

Applicant's demand date for return of request .....

[Order 36, § 132F-168-110, filed 11/21/77.]

**Chapter 132F-200 WAC  
TENURE**

**WAC**

132F-200-010 Tenure.

**WAC 132F-200-010 Tenure.** The board of trustees of Seattle Community College District VI reserves to itself the final determination of the granting of tenure to any academic employee of the district; the dismissal of a tenured academic employee; or the dismissal of a probationer during the term of his/her contract, pursuant to the policies of the board of trust-

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ees, the agreement with Seattle Community College federation of teachers and the laws of the state of Washington.

[Statutory Authority: Chapter 28B.50 RCW, 85-21-016 (Order 48, Resolution No. 1985-20), § 132F-200-010, filed 10/7/85; 83-13-058 (Order 41, Resolution No. 1983-16), § 132F-200-010, filed 6/15/83.]

### Chapter 132F-325 WAC

#### STATE ENVIRONMENTAL POLICY ACT RULES

##### WAC

132F-325-010	Seattle Community College District environmental policy.
132F-325-020	Declaration of significance—Nonsignificance.
132F-325-030	Threshold determination.
132F-325-040	Declaration of nonsignificance.
132F-325-050	Declaration of significance.
132F-325-060	Appeal of decision.

**WAC 132F-325-010 Seattle Community College District environmental policy.** (1) Capital projects proposed by Seattle Community College shall, to the fullest extent possible, be developed in a manner consistent with the provisions of the State Environmental Policy Act (SEPA) - chapter 43.21C RCW, the council on environmental policy SEPA guidelines - chapter 197-10 WAC, and the SBCCE SEPA implementation rules - WAC 131-24-030.

(2) The "responsible official" for the purposes of this policy, shall be the district president or the college presidents for their respective campuses.

[Order 31, § 132F-325-010, filed 9/20/76.]

**WAC 132F-325-020 Declaration of significance—Nonsignificance.** The responsible official shall prepare a "declaration of significance/nonsignificance" for each capital construction proposal or other major action.

[Order 31, § 132F-325-020, filed 9/20/76.]

**WAC 132F-325-030 Threshold determination.** (1) The responsible official shall make a "threshold determination" (a decision whether or not an environmental impact statement is required) following procedures contained in WAC 197-10-300 through 197-10-340.

(2) An environmental checklist is required to be completed in the determination process except for exemptions noted in WAC 197-10-170, 197-10-175 and 197-10-180, or when it is predetermined an environmental statement is required.

[Order 31, § 132F-325-030, filed 9/20/76.]

**WAC 132F-325-040 Declaration of nonsignificance.** A "declaration of nonsignificance" statement will be prepared if the determination is one of no adverse impact.

[Order 31, § 132F-325-040, filed 9/20/76.]

**WAC 132F-325-050 Declaration of significance.** A "declaration of significance" will be prepared if the determination is one of significant adverse environmental impact, and the environmental impact statement preparation procedures (WAC 197-10-400 through 197-10-695) will be initiated.

[Order 31, § 132F-325-050, filed 9/20/76.]

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**WAC 132F-325-060 Appeal of decision.** The decisions of the responsible official may be appealed to the board of trustees in accordance with chapter 28B.19 RCW and chapter 132F-08 WAC.

[Order 31, § 132F-325-060, filed 9/20/76.]

### Chapter 132F-419 WAC

#### SEXUAL HARASSMENT

##### WAC

132F-419-010	Sexual harassment policy.
132F-419-020	Procedural guidelines.
132F-419-030	Informal complaint procedures.
132F-419-040	Formal complaint procedures.
132F-419-050	Nondistrict options.
132F-419-060	Appropriate disciplinary action.
132F-419-070	Repeated offenses.

**WAC 132F-419-010 Sexual harassment policy.** Sexual harassment is an illegal activity and will not be tolerated in the Seattle Community College district. Students, faculty, and all other employees of the district shall be made aware that management will investigate all sexual harassment complaints. Awareness activities made available to all college groups will include appropriate training, workshops, and written materials providing information about sexual harassment, its prevention, and complaint procedures. Any employee or student who feels that she/he has been sexually harassed is encouraged to deal with the situation as outlined in the appropriate procedures.

In recognition of the fact that sex discrimination in the form of sexual harassment is a violation of section 703, Title VII of the Civil Rights Act of 1964 and chapter 49.60 RCW, which prohibits discrimination on the basis of race, color, religion, national origin, or sex, Seattle Community College District hereby declares that sexual harassment of students and/or staff by any member of the district community will not be tolerated.

For purposes of this policy, sexual harassment will be defined as any behavior or action, either physical or verbal, which is sexual in nature and is uninvited, unwanted, or non-reciprocal, and:

(1) Submission to it is either an implicit or explicit condition of employment or educational opportunity; or

(2) Submission to, or rejection of it is used as a basis for employment or educational decisions; or

(3) It has the purpose or effect of negatively interfering with the individual's work or educational performance or creating an intimidating, hostile, or offensive work or educational environment.

It may include, but is not limited to the following:

(1) Unwelcome and/or repeated sexual advances.

(2) Offensive, disparaging remarks about one's gender or appearance.

(3) Remarks about one's physical appearance which implies sexual interest.

(4) Subtle pressure for sexual activity.

(5) Unnecessary offensive brushes or touches.

(6) Offensive sexual graffiti.

(7) Physical aggression such as pinching, patting, or grabbing.

(8) Sexual innuendos.

- (9) Written communications with sexual overtones.
- (10) Sexually offensive remarks disguised as humor.
- (11) Obscene gestures.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-075 (Order 46, Resolution No. 1985-16), § 132F-419-010, filed 6/19/85.]

**WAC 132F-419-020 Procedural guidelines.** (1) Students or district employees who feel they have been victims of sexual harassment by a district employee or student are encouraged to file an informal complaint through the designated college official. The college will carry out any investigation in such a way as to protect the rights of both the complainant and the respondent.

(2) Designated college officials:

(a) The affirmative action officer of the campus or unit is responsible for immediately initiating the investigative process for alleged infractions of this policy when the complainant is an employee of the district or when a student is complaining against an employee.

(b) The dean of students is responsible for immediately initiating the investigative process for alleged infractions of this policy where a student is complaining against another student.

(3) Immediate and appropriate investigative action should be taken regarding alleged acts of sexual harassment involving:

(a) The conduct of a faculty member in a faculty-student relationship.

(b) The conduct of an individual in the paid employment of the district who may grant or withhold benefits to students and employees.

(c) The conduct of any college supervisory employee.

(d) The conduct between fellow employees of the college.

(e) The conduct of college agents.

(f) The conduct of nonemployees when it occurs related to college-sanctioned activities and hampers the educational or college work environment.

(g) The conduct of students in daily classes and activities.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-075 (Order 46, Resolution No. 1985-16), § 132F-419-020, filed 6/19/85.]

**WAC 132F-419-030 Informal complaint procedures.** When a person believes that she/he has been sexually harassed, the complainant may contact one of the designated college officials for informal assistance. This person will provide the complainant with procedures and suggestions to enable him/her to resolve the problem or to initiate the appropriate complaint process. Complainants will be informed that they may choose an advocate from an available list or of their own choosing to assist with the process.

The designated college official will discuss the complaint with the respondent with the intent that the complaint may be resolved in an informal manner based on consent of the parties concerned. Anonymity of the complainant will be protected where appropriate. In the event the severity of the case merits other intervention or is not resolved to the satisfaction of the complainant, the following procedures will be followed:

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(a) The complainant shall file a written complaint with the designated college official stating the times, dates, places, and circumstances surrounding the allegations.

(b) The designated college official will notify the appropriate supervisor who will speak informally with the respondent and provide a copy of the written complaint in an effort to resolve the complaint.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-075 (Order 46, Resolution No. 1985-16), § 132F-419-030, filed 6/19/85.]

**WAC 132F-419-040 Formal complaint procedures.** If no satisfactory resolution can be achieved at the informal level, the complainant may file a formal written complaint according to the Seattle Community College District affirmative action plan formal complaint procedures.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-075 (Order 46, Resolution No. 1985-16), § 132F-419-040, filed 6/19/85.]

**WAC 132F-419-050 Nondistrict options.** At any point during these proceedings, the complainant may choose to file sexual harassment complaints concurrently with the Washington state human rights commission, Seattle human rights department, equal employment opportunity commission, Office of Federal Contract Compliance, or the Office of Civil Rights. However, complainants are encouraged to use the internal complaint procedures to resolve complaints.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-075 (Order 46, Resolution No. 1985-16), § 132F-419-050, filed 6/19/85.]

**WAC 132F-419-060 Appropriate disciplinary action.** Findings of discrimination in the form of sexual harassment will result in immediate and appropriate disciplinary action, which may include but is not limited to the following:

- (1) Findings placed in employee's file
- (2) Reprimand
- (3) Suspension
- (4) Dismissal

In cases of suspension or employment termination, existing procedures for administrative, academic or classified staff shall be followed.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-075 (Order 46, Resolution No. 1985-16), § 132F-419-060, filed 6/19/85.]

**WAC 132F-419-070 Repeated offenses.** When a complaint is made against someone who has been found in the past to have been in violation of the sexual harassment policy, the person receiving the complaint may determine whether the complaint should be filed initially as a formal complaint or grievance. The disciplinary measure chosen for repeating offenders should take into account the repeated lack of compliance by the offender and should be more severe/extreme.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-075 (Order 46, Resolution No. 1985-16), § 132F-419-070, filed 6/19/85.]